

# Appletree Childcare / Pre-Employment Application

Appletree is an Equal Opportunity employer and we do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, Limited English Proficiency (LEP) or any other classification protected by federal, state or local law.

**Applicant Information:**

Application Date: \_\_\_\_\_

First Name	Last Name	Middle Initial or Name	Social Security Number
Address	City		State    Zip
County	Referred to Appletree By	Home Phone	Cell Phone
Driver's License: State / Number	e-Mail Address	Position Desired	Salary Requirement

Are you a minimum of 18 years of age, and if so, can you provide documentation for validation?  No  Yes  
 Are you a student at a college or enrolled in an on-line program?  No  Yes If yes, are you pursuing a degree in early childhood education?  No  Yes  
 Have you previously applied for employment at Appletree?  No  Yes If yes, what was the approximate date: \_\_\_\_\_  
 Have You Been Convicted of a Crime?  No  Yes, explain: \_\_\_\_\_  
 Are you able to fulfill the requirements, including a health certification, that is required by Pennsylvania state law for the position in which you are applying with or without reasonable accommodations?  No  Yes Explain: \_\_\_\_\_

**Days / Hours Available for Work:** Type of employment desired:  Full-time  Part-time Effective date I will be available to work: \_\_\_\_\_

Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours
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**Special Skills, Interests or Training:**

List experiences, skills or qualifications that will help contribute to your success at Appletree. List any externship, professional development courses or certifications in the early childhood or education field. List if you have: water safety certification, CDA certification, first aide, CPR certification, or other:

**Paid Employment & Volunteer History:**

If you worked with children as a volunteer (such as, a teacher, aide, tutor, camp counselor, coach, babysitter, big sister or other), then please indicate below.

Dates: From / To	Name of Employer	Address of Company	Telephone Number
<b>Check One (Below):</b>	<b>Position / Title Held &amp; Salary</b>	<b>Name of Supervisor</b>	<b>Reason for Leaving</b>
Employed <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Volunteer Work			

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Employed <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Volunteer Work			

**Educational Background:**

List your High School plus any other educational or professional training that you have received, and/or indicate if you are currently attending a program.

Name of Schools and/or Accredited Programs	Indicate: Year Program was Completed or Expected Graduation Date	Indicate: Degrees and/or Certifications Received and/or Currently Working Towards	Major & Minor Subjects

**Childcare References:**

Contact Name	Address	Phone Number(s)	Comment:
		(H) (B) (C)	

Contact Name	Address	Phone Number(s)	Comment:
		(H) (B) (C)	

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		(H) (B) (C)	

**Maiden Name and / or Aliases:**

- Last Name, First Name, Middle Name: \_\_\_\_\_
- Last Name, First Name, Middle Name: \_\_\_\_\_
- Last Name, First Name, Middle Name: \_\_\_\_\_

Are you a U.S. Citizen or National of the U.S., an alien lawfully working for permanent residence, or an alien authorized to work in the U.S.?  Yes  No  
 Prior to commencement of employment, do you agree to provide documents that establish your identity and authorization to work in the U. S.?  Yes  No

I certify that the information provided on this form is accurate to the best of my knowledge and without omissions of information that could cause termination of employment. I agree that I will not hold Appletree liable in any respect if my employment is terminated due to false statements made on this application. I authorize Appletree to investigate any or all information on this application. I further understand that if any misrepresentation has been made and the results of an inquiry into these misrepresentations are unsatisfactory, or if results of the Childhood Abuse, Pennsylvania Criminal Background check or FBI Fingerprint background check prove unsatisfactory, then Appletree reserves the right to withdraw any offer of employment and employment may be terminated immediately. I understand that the Company has a smoke-free policy and that smoking is permitted only in specified outdoor locations. I agree to comply with all aspects of this policy and all company policies and practices, if employed by Appletree. I also agree that if I am employed as an employee-at-will, I have the right to terminate my employment without cause and without notice as of any time and that Appletree has the same right.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Appletree Use Below Only**

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Documentation Provided with Application:

- High School Diploma  College Diploma  Professional Certifications  School Course Roster  Reference Letters (1) (2)  
 Driver's License  Passport  School Photo ID \_\_\_\_\_  Social Security Card  Voter Registration Card  Other Photo ID: \_\_\_\_\_  
 Health Assessment Certification  TB Test  Criminal Background Clearance  Child Abuse Background Clearance  FBI Fingerprint Clearance

Comments:
Start Date of Hire: _____ Starting Wage: \$ _____ /hour document version: 012809