

# Appletree Childcare & Learning Center

## Pre-Employment Application Equal Opportunity Employer

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

**Applicant Information:**

First Name	Middle Name	Last Name	Social Security Number
Address		City	State    Zip
County	Home Phone	Cell Phone	Referred to Appletree By
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 purposes?  No  Yes

Are you a student at a college or trade school?  No  Yes • If so, are you pursuing courses in early childhood development?  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 health certifications, required of the position in which you are applying with or without reasonable accommodation?  No  Yes    Explain: \_\_\_\_\_

**Days / Hours Available for Work:** Effective date that I am available for employment: \_\_\_\_\_

Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours
--------------	---------------	-----------------	----------------	--------------

**Special Skills, Interests or Training:**

List any skills that may contribute to your success at this position, as well as any professional licenses or certifications: (examples, music, dance movement, arts & crafts, communication skills, exercise or sports skills, water safety certified, etc.)

**Employment & Volunteer History:**

Note: If Volunteer Work was performed, then please mark with an asterisk in the "Name of Employer" section below.

Dates: From / To	Name of Employer	Address of Company	Telephone Number
Check One (Below):	Position / Title Held	Name of Supervisor	Reason for Leaving
<input type="checkbox"/> Full Time Position <input type="checkbox"/> Part Time Position			

  

Dates: From / To	Name of Employer	Address of Company	Telephone Number
Check One (Below):	Position / Title Held	Name of Supervisor	Reason for Leaving
<input type="checkbox"/> Full Time Position <input type="checkbox"/> Part Time Position			

  

Dates: From / To	Name of Employer	Address of Company	Telephone Number
Check One (Below):	Position / Title Held	Name of Supervisor	Reason for Leaving
<input type="checkbox"/> Full Time Position <input type="checkbox"/> Part Time Position			

**Educational Background:**

Note: List High School and any other educational programs in the spaces below.

Name of School	Year Graduated	Degree Received	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)	

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

**Maiden Name and / or Aliases:**

1. Last Name, First Name, Middle Name: \_\_\_\_\_
2. Last Name, First Name, Middle Name: \_\_\_\_\_
3. Last Name, First Name, Middle Name: \_\_\_\_\_

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 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 or Criminal Background checks prove unsatisfactory, then Appletree reserves the right to withdraw any offer of employment and / or employment may be terminated immediately.

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

**For Appletree Use Below Only**

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

Documentation Provided:

- High School Diploma  
  College Diploma  
  School Course Curriculum  
  (2) Reference Letters / Childcare  
  Proof of Age  
  Photo ID  
 Driver's License  
  Passport  
  Other: \_\_\_\_\_  
  Physical Exam - Health Assessment Form / TB Test  
 Criminal Background Verification  
  Child Abuse Verification

Comments:          
Hire Date: _____ Wage: _____