

## Appletree Childcare & Learning Center

3665 E Crown Avenue, Philadelphia PA 19114

Phone: 215-281-9223 Fax: 215-281-9224

[childcarelpa@comcast.net](mailto:childcarelpa@comcast.net)

### Pre-Employment Application

**Appletree** is an Equal Opportunity employer and does 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 #
_____	_____	_____	_____
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?  Yes  No

Are you a student at a college or enrolled in an on-line program?  Yes  No If yes: Are you pursuing a degree or a credentialed program in early childhood education?  Yes  No If Yes, Provide details: \_\_\_\_\_

Have you previously applied for employment at Appletree?  Yes  No If yes, what was the approximate date: \_\_\_\_\_

Have You Been Convicted of a Crime?  Yes  No If 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?  Yes  No Explain: \_\_\_\_\_

**Availability for Work:** Employment desired:  Full-time  Part-time Effective date you are available to work: \_\_\_\_\_

List your available hours to work between M-F 6:30 am to 6:00 pm in the spaces below.

_____	_____	_____	_____	_____
Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours

Do you require time off for educational or recreational activities that is already planned for? If yes, explain: \_\_\_\_\_

#### Special Skills, Interests or Training:

List experiences, skills or qualifications that may help contribute to your success at Appletree. List any workshops, or professional development courses. List if you have: water safety or lifeguard certification, CDA certification, first aide, CPR certification, or other trainings: \_\_\_\_\_

#### Paid Employment & Volunteer History:

If you have worked with children as a paid employee or as a volunteer, such as, a teacher, mentor, aide, tutor, camp counselor, sports coach, babysitter, big sister or other, please indicate in the boxes below.

**Employment (Continued):**

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

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

**Educational Background:**

List your High School plus any other educational or professional training that you have received, and indicate if you are currently attending an educational program (include online courses, if applicable):

Name of Schools or Accredited Program	Indicate: Year You Completed Program or Your Expected Graduation	Indicate: Degrees or Certifications Received or Working Towards	Indicate: Major & Minor Subjects of Your Educational Program

**Childcare References:**

Contact Name	Address	Phone Number(s)	Comment:
		(H) (B) (C)	
May we contact this person for verification? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:			

**Appletree Pre-Employment Application**

Contact Name	Address	Phone Number(s)	Comment:
		(H) (B) (C)	
May we contact this person for verification? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:			

Comments Regarding the Above References: *(optional)* \_\_\_\_\_

**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: \_\_\_\_\_

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 to 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

Review Comments:
Start Date of Hire: _____ Starting Wage: \$ _____ /hour
Document version: 05-2017