

THE SAPLING SCHOOL

Employment Application



APPLICANT INFORMATION										
Last Name					First			M.I.	Date	
Street Address							Apartment/Unit #			
City					State			ZIP		
Phone					E-mail Address					
Date Available				Hours Available				Desired Salary		
Position Applied for										
Wish To Work	<input type="checkbox"/> Full Time			<input type="checkbox"/> Part Time			<input type="checkbox"/> Summer		<input type="checkbox"/> Temporary	
Are you currently employed?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, where?					
Have you ever worked for this company?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?					
Do you have child care experience?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, how long?					

EDUCATION										
High School					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

REFERENCES										
<i>Please list three professional or personal references.</i>										
Full Name					Relationship					
Company					Phone					
Address										
Full Name					Relationship					
Company					Phone					
Address										
Full Name					Relationship					
Company					Phone					
Address										



PREVIOUS EMPLOYMENT

Most Recent Job Experience

Company				Phone				
Address				Supervisor				
Job Title			Starting Salary	\$			Ending Salary	\$
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>			

Previous Job Experience

Company				Phone				
Address				Supervisor				
Job Title			Starting Salary	\$			Ending Salary	\$
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>			

Previous Job Experience

Company				Phone				
Address				Supervisor				
Job Title			Starting Salary	\$			Ending Salary	\$
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>			

MILITARY SERVICE

Branch				From		To	
Rank at Discharge				Type of Discharge			
If other than honorable, explain							



EXTRA QUESTIONS	
1. If hired to work with the sapling school would you require any type of child care for your own children?	
Yes: _____ No: _____	If Yes, please explain:
2. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?	
Yes: _____ No: _____	If Yes, please explain:
3. Have you ever been convicted of ANY crime in the past, excluding any misdemeanors or summary offenses, which have not been annulled, expunged, or sealed by a court?	
Yes: _____ No: _____	If Yes, please explain:
4. Are you aware of any reason why you may not be able to fully perform the duties required when working in a child care setting?	
Yes: _____ No: _____	If Yes, please explain:
5. Do you hold any state teaching certificates or licenses?	
Yes: _____ No: _____	If Yes, please explain:

SKILLS					
Do you have any special skills or knowledge that you can offer our school? (Please check all that apply)					
Computer Skills	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Second Language	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Physical Fitness	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Arts & Craft	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Cooking	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Yoga	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Music	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Singing	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Dance	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Other	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Other please explain:					



JOB APPLICANT AGREEMENT AND CERTIFICATION

"I hereby certify that the information provided in the employment application is true in all respects, and I agree that if the information is found to be false in any way, it should be considered sufficient for denial of employment and/or discharge. I hereby authorize the use of any information in this application to verify my statements and I authorize my past employers, all references, and any other person to answer all questions concerning my abilities, character, reputation, work ethic, and previous employment record. I am aware that as a condition of completing an application that I am granting The Sapling School the right to investigate any federal, state, and/or local criminal background or history."

"I understand that nothing in this application or in the granting of an interview is intended to create an employment contract between myself and The Sapling School. I understand that I have not received any promise of employment with The Sapling School unless it is in writing. If an employment relationship is established between me and the Sapling School, I understand that I have the right to terminate my employment at any time and that The Sapling School holds the same right."

"I understand that The Sapling School issues a set guide of employment policies and procedures which are not conditions of employment and that the employer has the right to revise and change any policies or procedures in whole or part at any time."

"I understand that the first 150 days of my employment will be considered a training period. During this time I am aware that I will receive reviews with a member of the management team in order to receive any useful and helpful guidance to better my style of teaching within the classroom."

"I understand that any consideration of employment is contingent upon receiving satisfactory proof of identity, legal authorization to work in the United States, and a satisfactory background check."

Applicant's Name			
Applicant's Signature			
Date			