



Application for Employment

Today's Date: _____

Please Print

Name: _____
Last First Middle

Home Phone #: (____) _____ Cell Phone#: (____) _____

E-mail Address: _____ SSN #: _____

Where Message can be left, if no phone: (____) _____

Address: _____
Street City State Zip

Position(s) Desired: Director Assistant Director Lead Teacher Assistant Teacher Kitchen

Referral Source: Advertisement Friend Website Walk-in Employee _____
 Other _____

On what date would you be available to start work? _____

In the boxes below, list any days or hours you would be unavailable to work:

Monday	Tuesday	Wednesday	Thursday	Friday

Can you work overtime, hours outside the normally defined workday or workweek? Yes No

Do you have any health conditions that may interfere with your ability to fulfill the requirements of the job?

Yes No

If yes, please explain: _____

If you are hired, can you provide proof that you can legally work in the United States? Yes No
 (Proof of citizenship or immigration status will be required upon employment)

Have you EVER been convicted of any crime (misdemeanors or felonies), including sex-related or child-abuse related offenses, or entered a plea of no contest?

Yes No (Minor traffic violations resulting in a fine of \$499 or less do not need to be disclosed. Convictions that were dismissed MUST be disclosed.)

If yes, please explain: _____
 (Conviction will not necessarily disqualify applicant from employment--all factors involved will be considered).

What foreign languages do you speak? _____

Please provide three references that are not related to you, and not previous employers:

Name	Address	Telephone Number	How long known?
		()	
		()	
		()	

EMPLOYMENT HISTORY:

Are you employed now? Yes No If yes, may we contact your present employer? Yes No
(If no, the job offer will be contingent upon receiving a satisfactory reference check)

Have you ever been discharged or forced to resign by any previous employer? Yes No
If yes, please explain: _____

List your work experience, in its entirety, beginning with your present or last job and working in reverse order. Show promotions as separate jobs. Be sure to include appropriate military experience. Put an * if the job gives you specific experience in the position for which you are applying. If you need more space, please use a separate sheet of paper.

Employer: _____	Dates Employed: From _____ To _____
Address: _____	
Phone #: (____) _____	Circle one: Full-time Part-time Temp
Your Position/Title: _____	Supervisor's Name: _____
Hourly/Monthly Rate: Start \$ _____ Final \$ _____	Reason for Leaving: _____
Describe Work Performed: _____	

<p>Employer: _____ Dates Employed: From _____ To _____</p> <p>Address: _____</p> <p>Phone #: (____) _____ Circle one: Full-time Part-time Temp</p> <p>Your Position/Title: _____ Supervisor's Name: _____</p> <p>Hourly/Monthly Rate: Start \$ _____ Final \$ _____ Reason for Leaving: _____</p> <p>Describe Work Performed: _____</p> <p>_____</p>
<p>Employer: _____ Dates Employed: From _____ To _____</p> <p>Address: _____</p> <p>Phone #: (____) _____ Circle one: Full-time Part-time Temp</p> <p>Your Position/Title: _____ Supervisor's Name: _____</p> <p>Hourly/Monthly Rate: Start \$ _____ Final \$ _____ Reason for Leaving: _____</p> <p>Describe Work Performed: _____</p> <p>_____</p>
<p>Employer: _____ Dates Employed: From _____ To _____</p> <p>Address: _____</p> <p>Phone #: (____) _____ Circle one: Full-time Part-time Temp</p> <p>Your Position/Title: _____ Supervisor's Name: _____</p> <p>Hourly/Monthly Rate: Start \$ _____ Final \$ _____ Reason for Leaving: _____</p> <p>Describe Work Performed: _____</p> <p>_____</p>

Special Skills and Qualifications: Please describe any special skills or qualifications you have acquired from employment or other experience, which may help qualify you for the position for which you are applying. Include where and how acquired. _____

EDUCATION:

Have you graduated from high school or received your GED? Yes No
If no, circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11

College or Training/Vocational School:

Name	City, State	Major	Credits	Degree	Dates Attended

TEACHING METHODS:

Please describe your teaching philosophy: _____

Please complete the following sentences:

I feel children are _____

When parents _____, I feel _____.

I get angry when children are _____

EMERGENCY CONTACT INFORMATION:

Please provide the name and phone number of a local person we may contact in the event of an emergency:

Name: _____ Phone #: _____

The following information is collected solely for the purpose of conducting consumer and investigative reports and will not be used as a basis for hiring decisions.

Date of Birth: _____ / _____ / _____
Month Date Year

Please provide all previous addresses beginning today and working back 7 full years:

Address: _____
Street City State Zip

Dates at this residence: From _____ To _____

Address: _____
Street City State Zip

Dates at this residence: From _____ To _____

Address: _____
Street City State Zip

Dates at this residence: From _____ To _____

Address: _____
Street City State Zip

Dates at this residence: From _____ To _____

Address: _____
Street City State Zip

Dates at this residence: From _____ To _____

I give the Employer the right to investigate all references and to secure additional information about me, if job-related. Furthermore, I give the Employer the right to verify any educational reference given in this application. I hereby release from liability the Employer and its representatives for seeking such information and all other corporations, educational institutions, or organizations for furnishing such information. _____ **Initial here**

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. _____ **Initial here**

In the event of my employment by The Cedarhouse School, I agree to abide by all present and subsequently issued rules of the Company. _____ **Initial here**

I understand that just as I am free to resign at anytime, The Cedarhouse School reserves the right to terminate my employment at any time, with or without cause, and without prior notice. _____ **Initial here**

I authorize The Cedarhouse School to request a consumer and/or investigative consumer report for employment purposes Yes No _____ **Initial here.** (A consumer credit report is one that contains information about an individual's credit worthiness, credit standing, character, general reputation, personal characteristics and mode of living that is limited to factual record information. If such a report is ordered you will receive a copy.)

An investigative consumer report is one that contains information about an individual's character, general reputation, personal characteristics, or mode of living that is obtained through personal interviews with the individual's friends, colleagues, and other acquaintances. If such a report is ordered you will receive a copy. The employer will share any adverse information in a credit report with you before the employment decision is made so you can verify the information.

Signature of Applicant: _____

Date: _____

Please send this completed application to:

The Cedarhouse School
2301 Colony Crossing Place
Midlothian, VA 23112