

# RISING STARS ACADEMY



## Application for Employment



Name		Date	
Address			
City		State	Zip
Phone Number	SS #	Birth date	
Referred by			
In case of an emergency, who should we notify?			
Phone number			
Position Applying for		Date Available	
Salary Desired			
Why do you want to work here?			
<b>Education</b>			
Schools Attended		Dates Attended	Major
Would you be willing to continue your education by enrolling in courses or other training programs that may be required and/or recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please list any courses, volunteer work, hobbies or interests that would relate to the position you are applying for.			
Please list any community organizations you are active in			

**Former Employers**

Name

Dates Employed

Address

Phone

Are you eligible for re-hire? Yes / No

Position

Supervisor's Name

Duties

Reason for leaving

Name

Dates Employed

Address

Phone

Are you eligible for re-hire? Yes / No

Position

Supervisor's Name

Duties

Reason for leaving

Name

Dates Employed

Address

Phone

Are you eligible for re-hire? Yes / No

Position

Supervisor's Name

Duties

Reason for leaving

**References**

Please list at least three persons, not related to you, whom you have known at least one year who could attest to your interaction with children.

Name	Phone
Name	Phone
Name	Phone

How would you describe your general health?

Are there any physical or personal limitations on the type of work you can do with children at the center, or that would affect the amount of time you can spend at work?  Yes  No

If yes, please describe.

Date of your last physical exam :

Would you object to being fingerprinted?  Yes  No

Have you ever been convicted of a felony?  Yes  No

Do you have a driver's license?  Yes  No

Type of employment desired?  Full-time  Part-time / Willing to work over-time?  Yes  No

Are you available for substitute work?  Yes  No

Describe your ideal supervisor, job and work environment.

Why do you want to work in the early childhood education industry?

What is your philosophy of early childhood education?

What is your philosophy of behavior guidance?

If hired, what kind of commitment do you expect to be able to give to our program?

What would you say are your goals for the next 1 to 5 years?

What would you say are your goals for the next 5 to 10 years?

If we were to ask your last employer what he/she thought your 5 best qualities are, what do you think he/she would say?

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

If we asked that same person what areas you needed to improve upon, what would he/she say?

What age group do you prefer working with? Is there any age group you absolutely would not want to work with and why?

Do you have a minimum of "12" early child education units?  Yes  No

Do you have a minimum of "3" Infant / Toddler units?  Yes  No

Describe a positive experience you've had with children, and explain what you think you did to help make it positive.

Describe a challenging behavior-guidance or disciplining experience. Tell what you did and what the outcome was. If you think it could have been handled differently, tell what you would do if you could deal with it again.

Please feel free to add any other comments. This section is intended for you to brag about yourself... ☺

## **APPLICANT CERTIFICATION**

In compliance with the requirements of this child care program, no person shall be hired or retained as a staff member, paid or volunteer, who has:

- a) been convicted of, admitted to, or been the subject of substantial evidence of an act of child abuse or child molestation;
- b) used alcohol or drugs such that its effects are apparent during working hours that children are in care;
- c) been convicted of or admitted to any felony or any offense involving moral turpitude.

I am aware that a background study will be performed before I can be hired. I authorize investigation of all

statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for immediate dismissal.

In the event of my employment, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the date it will be effective.

I understand that the first three months (**90 days**) of my employment are probationary and that if my services have not proved satisfactory during that time, my employment may be discontinued at any time.

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

I certify that all the information on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I authorize the Company or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation, which may be permitted by federal, state and/or local law. If applicable and allowed by law, I will receive separate written notification regarding the Company's intent to obtain "consumer reports."

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information. Further, if hired, I authorize the company to provide truthful information concerning my employment to future employers and hold the company harmless for providing such information.

If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this Company employs only individuals who are legally eligible to work in the United States.

**THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY. IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS**



**POLICY OF EMPLOYMENT AT-WILL.**

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_

If the applicant is a *minor*, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the Company, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to Company personnel who need to know, the applicant, and the applicant's legal guardian.

**Parent/Legal Guardian** \_\_\_\_\_ **Witness** \_\_\_\_\_  
**Date** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR CALIFORNIA APPLICANTS ONLY:** BY CHECKING THIS BOX, I WAIVE MY RIGHT TO RECEIVE A COPY OF ANY PUBLIC RECORD OBTAINED BY THE COMPANY FOR EMPLOYMENT PURPOSES THROUGH AN INTERNAL INVESTIGATION.

**We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.**

*Rising Stars Academy would like to thank you for taking your valuable time to consider us as your future employer. We wish you the best of luck throughout your employment seeking journey and look forward to having all qualified candidates on-board. ☺*