

Land of Learning Academy

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer. We recruit, hire, and promote employees without regard to race, color, religion, sex, age, national origin, citizenship, or disability. Individuals with disabilities who need assistance completing this application can contact the HR department to arrange suitable accommodations.

Personal Data

Employer: **Land of Learning Academy** _____

Name _____
_____ MI _____ Last _____ First

Address _____
_____ Number _____ Street _____ City _____ State _____ Zip _____

Telephone No. (_____) _____ E-mail address _____

Position Applied for _____ Salary Expectations _____

How did you learn of this opening? _____

If hired, on what date will you be available to start work? _____

Do you have transportation to work? Yes No

Are you able to work any 8 hour schedule between 6:30am and 6:30pm? Yes No

Are you 18 years of age or older? Yes No If under 18 years of age, date of birth _____

Are there experiences, skills, or qualifications that you feel would especially fit you for work with our Company in the position for which you have applied? _____

Land of Learning Academy

Have you had any experience in a preschool/private school _____ how long _____

Have you completed the **40-hour** certification course? _____

Do you have a CDA or equivalent degree? _____

Do you have a college degree in Early Childhood? _____

Our child care positions require a 45 hour certification course and an additional 25 hours in-service training yearly. Are you willing to take any courses necessary to fill this position?

YES _____

NO _____

Date

Signature

To the best of your knowledge, have you ever worked in a facility that has had a license denied, revoked or suspended in any state or jurisdiction; or has been the subject of a disciplinary action or been fined while you were employed in their child care facility. Please attest to the accuracy of this information requested under penalty or perjury.

YES _____

NO _____

While employed in a childcare program, have you ever been the subject of disciplinary action, or been the part responsible for a child care facility receiving an administrative fine or other discipline action?

YES _____

NO _____

Date

Signature

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Educational Background

Type of School	Name and Address	How Many Years Attended	Graduated	Course or Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business, Technical Trade, Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Prior Work History (List in order, last or present employer first)

Dates		Name & Address of Employer	Rate of Pay		Supervisor's Name and Title	Reason for Leaving
From	To		Start	Finish		

Telephone # () -

Describe in detail the work you did:

Prior Work History (List in order, last or present employer first)

Dates		Name & Address of Employer	Rate of Pay		Supervisor's Name and Title	Reason for Leaving
From	To		Start	Finish		

Telephone # () -

Describe in detail the work you did:

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

In order to permit a check of your work and educational records, should we be made aware of any change of name or assumed name that you previously used? Yes No If Yes, identify names and relevant dates _____

NOTICE TO APPLICANTS: This employer complies with the Americans with Disabilities Act of 1990 and similar state and local laws. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.

Land of Learning Academy

Applicant's Certification and Agreement - Please Read Carefully

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that material omissions, falsified statements, or misleading information on this application shall result in disqualification from consideration for employment and dismissal from employment if hired. I authorize investigation of all statements contained herein and the reference of employers listed above to give you any and all information, concerning my previous employment and any pertinent information they may have, personal or otherwise, and release **Land of Learning Academy** from all liability for any damage that may result from utilization of such information.

Land of Learning Academy is an at-will employer. I understand that **Land of Learning Academy** makes no guarantee regarding length of employment for its employees, and if hired I understand that either the Company or I can terminate my employment, with or without cause and with or without notice, at any time. If hired, I understand that **Land of Learning Academy** has the right to change terms and conditions of my employment and to change or terminate any of my employee benefits at any time.

Land of Learning Academy maintains a drug-free workplace. Upon hire, employees will be expected to abide by the company's drug testing policy.

To comply with the Federal Immigration Reform and Control Act, **Land of Learning Academy** requires all new hires to show proof of their eligibility to work in the United States. Failure to produce the required documents will cause HRI and the worksite employer to withdraw the job offer and terminate an individual's employment.

Applicant's Signature _____ Date _____