

The Little Red Schoolhouse

for Young Children

Christian Education and Care for Infants through Pre-Kindergarten

Employee Application (Please Print)



Today's Date _____

Full Name _____

Nickname (if applicable) _____

Full Address _____

Email Address _____

Telephone # (Day) _____

(Evening) _____

Social Security # _____ Birth Date _____

Position Applied For: (circle one) Preschool School Age Either

Full Time _____ Part Time _____ Lead Teacher _____ Teacher's Assistant _____

Have you submitted an application here before? YES _____ NO _____ if yes, date? _____

Are you 18 years or older? YES _____ NO _____ If No, when will you be? _____

Are you employed now? YES _____ NO _____ Date could you start here? _____

What days and hours are you available to work? (TLRS is open 6:30 am – 6:30 pm)

Monday	Tuesday	Wednesday	Thursday	Friday

Are any of your educational or employment records under any other name(s)? YES _____ NO _____

If so, please list _____

How did you hear about TLRS? _____

Please write a paragraph explaining why you want to work with children: (use back of page if needed)

What do you feel most qualifies you for this position? _____

Special Skills of Talents which you care to list:

Foreign Language(s) _____ Magic Tricks _____

Crafts _____ Art _____ Computers _____

Sports _____ Gymnastics _____

Dance _____ Cheerleading _____

Musical Instruments _____ Other _____

EDUCATION	High School	College	Other
School Name			
Major	N/A		
Dates Attended			
Degree of Diploma			
Completion Date			

Child Development / Education / Recreation Courses Taken:

Course Title / Subject	Number of Units

Do you any Volunteer experience? Please list: _____

Licenses or Certificates held? _____

Special Recognition or Awards received? _____

Would you be willing to continue your education by enrolling in certain courses or training programs that may be recommended? YES ____ NO ____

Have you taken a CPR course? YES ____ NO ____ Is your certification current? YES ____ NO ____

Are you willing to get CPR certified? YES ____ NO ____

Do you have any physical condition(s) that may restrict your performance of the job you are applying for? ____ If yes, please explain: _____

Are you suffering from any mental disorder(s) which would interfere with your ability to perform job duties? ____ If yes, please explain: _____

Have you been shown by credible evidence, e.g. a court or jury, a department's investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application. _____ If yes, please explain.

Professional / Work References

Please give 2 professional and 2 personal references if possible:

Name	Relationship	Home Phone or Cell	Daytime Phone

Employment Experience:

List all of your work experience including military and voluntary service assignments. Begin with your present or most recent position. Include jobs from the past 10 years. Attach additional sheet of paper if necessary.

Employer	Phone Number
Address	
Job Title	Supervisor Name
Dates Employed	
From	To
Salary	
Starting	Ending
Duties Included	
Reason for Leaving	

Employer	Phone Number
Address	
Job Title	Supervisor Name
Dates Employed	
From	To
Salary	
Starting	Ending
Duties Included	
Reason for Leaving	

Employer	Phone Number
Address	
Job Title	Supervisor Name
Dates Employed	
From	To
Salary	
Starting	Ending
Duties Included	
Reason for Leaving	

Your Email Address:

All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

I acknowledge that consideration for employment is contingent on the results of a reference and background check and a criminal background check, at your cost. Therefore, I hereby authorize TLRS to (1) investigate the truthfulness of all statements made on the application; (2) contact my former employers and other listed references or any other persons who can verify information; (3) discuss the results of any investigation with other employees of TLRS involved in the hiring process; (4) check my driving record if applicable for the target job; and (5) check my criminal record. In addition, I give my consent for all contacted persons including former employers to provide the information concerning this application, and I release each such person from liability for providing information to The Little Red Schoolhouse.

I certify that the information contained in the application is correct to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or dismissal from employment in accordance with TLRS.

TLRS ADHERES TO A POLICY OF EMPLOYMENT-AT-WILL WHICH ALLOWS EITHER PARTY TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANYTIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Date Hired: _____

Hourly Wage: _____

Applicant's Signature _____ Date: _____

Applicant's Name Printed _____ Date: _____

Director's Signature _____ Date: _____

Director's Name Printed _____ Date: _____

Comments: _____
