

# First Steps Early Learning Center

414 Main St. La Crescent, MN

Website: keepchristfirst.com

## APPLICATION FOR EMPLOYMENT

"Train a child in the way he should go, and when he is old he will not turn from it."  
Proverbs 22:6

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Available: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PERSONAL INFORMATION

Full Name \_\_\_\_\_ Birthday: Month \_\_\_\_\_ Day \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Phones: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Best time to call \_\_\_\_\_

### POSITION DESIRED

Full time     Part time

Days and Hours Available \_\_\_\_\_

Please circle all ages you are willing to work with:    **Infant**    **Toddler**    **Preschool**    **School Age**

How did you learn about the position for which you are applying? \_\_\_\_\_

### CHURCH

What church do you attend regularly? \_\_\_\_\_

Member:  Yes     No    # of Years? \_\_\_\_\_ Denomination \_\_\_\_\_

**Church/Community Involvement:** List activities, leadership positions, volunteer work, etc. that you participate in on a regular basis.

Description \_\_\_\_\_ Dates \_\_\_\_\_

Description \_\_\_\_\_ Dates \_\_\_\_\_

### EDUCATION

College Major \_\_\_\_\_ Minor \_\_\_\_\_

School	Name & Location of School	Dates Attended	# of years	Date of Graduation	Degree / Diploma
Graduate School					
College					
High School					
Early Education Classes					

**EMPLOYMENT**

(Provide accurate, complete employment record. Start with present or most recent employer)

<b>1</b>	Employer Name	Telephone	Employed Dates From	To
	Address		Pay Start	Last
	Name of Supervisor	Reason for Leaving		
	State job title and describe your work			

<b>2</b>	Employer Name	Telephone	Employed Dates From	To
	Address		Pay Start	Last
	Name of Supervisor	Reason for Leaving		
	State job title and describe your work			

<b>3</b>	Employer Name	Telephone	Employed Dates From	To
	Address		Pay Start	Last
	Name of Supervisor	Reason for Leaving		
	State job title and describe your work			

**REFERENCES**

(Provide the names of three persons not related to you, whom you have known at least one year.)

Name	Address/Phone Number	Business	Years Known

<b>Permission</b>	Administration may contact the employers and references listed above unless indicated below.
	<b>DO NOT CONTACT:</b>
	1. Employer Name _____ Reason _____ 2. Employer Name _____ Reason _____

<b>Signature</b>	<p>"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.</p> <p>I authorize investigation of all statements contained herein and the references and 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 the company from all liability for any damage that may result from utilization of such information.</p> <p>I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary of the foregoing, unless it is in writing and signed by an authorized company representative.</p> <p>This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."</p>
	Printed Name _____ Date _____
	Signature _____