

## West Cobb Prep Academy Application for Employment

- As an equal opportunity employer, this child care program will consider all applicants for all positions equally without regard to race, sex, color, religion, national origin, veteran status or disability which does not prevent the applicant from completing the essential requirements of the job.
- Each applicant will be given every consideration, but receipt of this application does not imply that this child care program will employ the applicant.
- Each question on this application must be answered in a complete and accurate manner as no action can be taken until all questions have been answered.
- If considered for employment with this company, you will be required to consent to a complete background check as required by the state of Georgia and you must consent to random drug screening.

**Date of Application** \_\_\_\_\_ **Date of Availability** \_\_\_\_\_

<b>Name</b>		<b>Street Address</b>	
<b>Home Phone</b>	<b>Cell Phone</b>	<b>City, State, Zip</b>	
<b>Position applying for:</b>	<b>FT or PT</b>	<b>Rate of Pay</b>	<b>Desired Hours</b>

Are you over 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have the legal right & the required documentation to work in the U.S.? \_\_\_\_\_

Please specify \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_\_

If yes, explain the offense and final sentence: \_\_\_\_\_

Have you ever been found by credible evidence to have abused, neglected or deprived a child or adult or, have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced by oral or written statement to this effect? \_\_\_\_\_ If yes, provide details:

### **Educational History**

	<i>School Name</i>	<i>Years Attended</i>	<i>Date of Graduation</i>	<i>Subject of Study</i>
<b>Grammar School</b>				
<b>High School</b>				
<b>College</b>				

**Employment History :** The state of Georgia requires a 10 year work history. Begin with most recent employment. If not employed list dates and details: (i.e.,student, homemaker etc)

<i>Employer's Name &amp; Phone</i>	<i>Position Held</i>	<i>Begin Date</i>	<i>End Date</i>
<i>Reason for Leaving</i>	<i>Supervisor's Name</i>	<i>Starting Wage</i>	<i>Ending Wage</i>
<i>Employer's Name &amp; Phone</i>	<i>Position Held</i>	<i>Begin Date</i>	<i>End Date</i>
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**May we contact your current employer?** \_\_\_\_\_

**Professional References**

Please list three professional references, not related to you that can comment on your abilities with children.

<b>Name</b>	<b>Occupation</b>	<b>Home Phone</b>	<b>Alternate Phone</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Work Related Skills**

Please list any skills or abilities you have acquired that directly relate to the job for which you are applying:

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List any certifications or training you have received in the field of Early Childhood.

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Briefly describe the three most important things pertaining to educating and caring for young children:\_\_\_\_\_

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Are you able to lift at least 25 lbs?\_\_\_\_\_ Do you have any physical or mental limitations that may prevent you from performing the job duties?\_\_\_\_\_

If so , please list :

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**If offered a position with this company you will be required to supply copies of the following.**

- 1. Copy of applicant's social security card.**
- 2. Copy of applicant's Drivers License or State issued photo ID.**
- 3. Copy of new Criminal Background records check.**
- 4. Any certificates of training, copies of degrees or diplomas, and or proof of First Aid and CPR certification.**
- 5. I agree to take a Child Abuse, Infectious Disease Control and Safety class within six months of employment, in order to maintain my position.**
- 6. I agree to keep current my CPR/First Aid certification.**

**Authorization:**

**I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews shall be grounds for immediate dismissal.**

**I hereby authorize investigation by this company to contact any company or individual deemed appropriate to investigate my previous employment history, educational background, criminal history and character in order to fully evaluate my qualifications in relation to all other job applicants for the position I am currently seeking. I give my complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these companies and/or individuals for defamation, invasion of privacy or any other reason because of their statements.**

**I also understand that no representative of this company has the authority to enter into any agreement for employment for any specified period of time, unless it is in writing and signed by an authorized company representative.**

**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 and other relevant federal and state laws.**

**Date: \_\_\_\_\_ Signed: \_\_\_\_\_**

**DO NOT WRITE BELOW THIS LINE**

**Office use:**

<i>Interviewed by:</i>	<i>Hired</i>	<i>Start Date</i>	<i>Salary</i>	<i>Comments</i>