



CARLTON ACADEMY DAY SCHOOL

is An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION (Please Print)

I AM 18 YRS OF AGE OR OLDER (Circle): YES / NO

Date:	Full Name:		
Street Address:			
City:	State:	Zip Code:	
Home Phone:		Cell Phone:	
Social Security#:		Driver's License#:	

POSITION DESIRED

Position Desired:	Rate of Pay Desired:
Hours / Days Available to Work:	
If Hired, When Are You Available To Work?	

EDUCATION

EDUCATION	NAME & LOCATION OF SCHOOL	#YEARS ATTENDED	GRADUATE? YES/ NO	DEGREE/ DIPLOMA
High School				
College				
Trade/Other				

Experience or Education Qualifying You to Work in Preschool:

Special Skills or Training About Which You Would Like To Tell Us: (Languages, computer skills, etc)

CPR & FIRST AID CERTIFICATION (Circle): YES/ NO

Date of Expiration:

45 CLOCK HOURS COMPLETED (Circle): YES / NO

****If NO, PROOF OF COMPLETION WILL BE REQUIRED BY 90 DAYS TO CONTINUE EMPLOYMENT****

CURRENT AND FORMER EMPLOYERS:

MAY WE CONTACT EMPLOYERS? (Circle) YES / NO

FROM	TO	EMPLOYER NAME & LOCATION	PHONE	RATE/ SALARY	POSITION	REASON FOR LEAVING

REFERENCES (Not related to you, but you have known at least 1 year who may speak regarding your performance and character.)

NAME	ADDRESS	TYPE BUSINESS	PHONE #	YEARS KNOWN

GENERAL INFORMATION:

<p>Have You Ever Applied To Carlton Academy Before? (Circle) YES / NO</p>
<p>Are You Currently Employed? (Circle) YES / NO</p>
<p>Do You Have Transportation To Work?</p>
<p>Are you prevented from lawfully becoming employed in this country due to Visa or immigration status? (Proof For Completing I-9 Form Required at Interview) YES / NO</p>
<p>If your answer is YES, please describe in detail:</p> <p>**PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT **</p>
<p>Have you been convicted of any crime(s) in the past 10 years, excluding misdemeanors or summary offenses, which have not been expunged, sealed by a court of law, or annulled? YES / NO</p>
<p>If your answer is YES, please describe in detail:</p> <p>***LOCAL, FDLE AND FBI CRIMINAL BACKGROUND CLEARANCES WILL BE REQUIRED UPON EMPLOYMENT AND IS A CONTINUING CONDITION OF EMPLOYMENT***</p>
<p>Are you able to perform all essential physical and mental functions of the job for which you are applying, with or without accommodation? (lifting and diapering children, etc) YES / NO</p>

If hired, would child care services be required for any of your children here at Carlton Academy?

YES / NO

If YES, please state requirements in detail:

If related to any current or former employee, please state their name and when employed with us:

How did you hear about Carlton Academy? (Circle) Advertisement / Friend / Relative / Walk-In / Web Or Other:

PLEASE READ CAREFULLY

I hereby certify that all statements made by me on this application or any supplement document, or during any interviews or in connection with the required employment investigations are true, complete, and free of omission, and if not, will disqualify me from further consideration from employment or, if employed, will be cause for immediate termination.

I authorize Carlton Academy to conduct background checks based, in part, upon the information supplied on my employment application/resume, and interview process, and at any time during employment with Carlton Academy. The background search may include, but will not be limited to, inquiries of prior employment, education, character, criminal arrest and conviction data, licensing verification, and driving record.

By way of my signature, I authorize previous employers, government agencies, credit agencies, schools, and/or persons named in my application/resume to release any information regarding my employment, character, education background, criminal record, and other information pertinent to employment.

I hereby release all companies, schools, government agencies, and person from all liability for any damages for issuing this information. I further release, hold harmless, and indemnify Carlton Academy from any liability resulting from inaccurate or incorrect data which may be received from any responding source of information.

I understand that, as part of the application process and during the scope of employment, I may be required to submit to a test for the illegal use of drugs and/or alcohol. In addition, I understand that refusal to test or failure to pass a required drug and/or alcohol test will disqualify me from further consideration for employment for a designated period of time, or if currently employed will be cause for employment separation.

I agree that, if I am employed, I will abide by all the written and implied policies, procedures, and practices of Carlton Academy. Failure to do so may result in immediate termination of employment. I agree that, if employed, I will maintain a

thorough and complete understanding of all policies and procedures of Carlton Academy and that the employer may revise policies in whole or in part at any time.

Although Carlton Academy makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: changes in work schedule, overtime, shift work, rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my employment. I agree that my work schedule may be changed to any hours within hours of operation of the preschool and I understand and agree that this is a condition of my employment.

I further understand that no one at Carlton Academy is authorized to enter into any written or verbal employment contract with me for any definite period of time without the express written consent of the owners/ Board of Directors of Carlton Academy.

I understand that I must be a U.S. Citizen or a properly authorized alien to qualify for employment.

I understand that any employment with Carlton Academy would not be for any fixed period of time and that, if employed, I may resign at any time for any reason and that the management of Carlton Academy may terminate my employment at any time without notice or reason. I further understand that any oral or written statements to the contrary may be considered invalid and should not be relied upon by me. Also, I acknowledge that this employment application and any other documents of Carlton Academy are property of Carlton Academy and are not contracts of employment.

I understand and agree that upon request by my employer and when may be applicable at any time during my employment, I must present evidence of a valid driver's license and by signing this application, I agree and consent to a driver's license record check with the appropriate authorities.

I understand that a confidentiality letter must be signed and shall be retained on file at Carlton Academy.

I understand this application will be considered current for thirty (30) days and that a new application must be completed for further consideration after that time.

I acknowledge that I have read and understand the above statements.

SIGNATURE OF APPLICANT

DATE