

Nora Stewart Early Learning Center

Application for Employment

Nora Stewart Early Learning Center does not discriminate on the basis of race, national origin, sex, age, or disability in its programs and activities.

Today's Date _____ On what date could you begin employment _____

Title of Position for which you are applying: _____

Name: _____
(Last) (First) (Middle)

Social Security Number: _____

Date of Birth: _____

Present Address: _____
(Street) (City) (State) (Zip)

Permanent Address: _____
(Street) (City) (State) (Zip)

Telephone Numbers: _____
(Home) (Cell)

E-mail Address: _____

Have you ever been convicted of a felony? () Yes () No
If yes, explain (include date and place of conviction)

Are you legally eligible for employment in the United States () Yes () No

Are you related to any employee or member of the Board of Directors of Nora Stewart Early Learning Center? () Yes () No

If yes, to whom are you related and what the nature of the relationship _____

Highest Grade Completed: _____

High School Name		Dates Attended:	Did you graduate? () Yes () No GED () Yes () No
Address			
College or University	Major	Dates Attended:	Did you graduate? () Yes () No Degree Attained _____ GPA _____
Address			
Graduate or Other Formal Education	Major	Dates Attended:	Did you graduate? () Yes () No Degree Attained _____ GPA _____
Address			
Scholastic Honors/Special Achievements	1.	2.	3.

List all valid occupational licenses you hold, giving number and expiration dates; list all machines you operate; show apprenticeships and other type of specialized trainings, including nature of course, dates and duration.

Indicate any professional, craft, trade, office or other skills and abilities possessed by you (i.e., typing, shorthand, office machines)

Employment History

(All present and past employment-most recent first.) (Attach additional pages if necessary.)

Employers Name _____	Kind of business _____
Salary _____	Employer's Address & Telephone # _____
Date Employed From _____ To _____	Your Title _____
Name of Supervisor _____	
Describe Duties _____	
Reason for Leaving _____	
Employers Name _____	Kind of business _____
Salary _____	Employer's Address & Telephone # _____
Date Employed From _____ To _____	Your Title _____
Name of Supervisor _____	
Describe Duties _____	
Reason for Leaving _____	
Employers Name _____	Kind of business _____
Salary _____	Employer's Address & Telephone # _____
Date Employed From _____ To _____	Your Title _____
Name of Supervisor _____	
Describe Duties _____	
Reason for Leaving _____	
Employers Name _____	Kind of business _____
Salary _____	Employer's Address & Telephone # _____
Date Employed From _____ To _____	Your Title _____
Name of Supervisor _____	
Describe Duties _____	
Reason for Leaving _____	

I certify that the above statements are correct, and if employed, I understand that any false information in this application will be sufficient grounds for immediate termination. I further agree that all rules and regulations of Nora Stewart Early Learning Center affecting my employment shall constitute a part of my appointment. I authorize Nora Stewart to investigate all statements on this application and I release you from any liability, which could result from furnishing the information requested. I waive the right to review information granted to Nora Stewart by the Privacy of Information Act, which is contained in a background investigation conducted by the school.

Signature: _____ Date: _____