



LITTLE TIGERS PRESCHOOL & CHILD CARE CENTER

94 WEST CHURCH STREET
PICKERINGTON, OH 43147

(614) 837-3932

Fax: (614) 837-3997

Email: littleigers@att.net

EMPLOYMENT APPLICATION

Date: _____

Name: _____ Social Security # _____

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Home phone: _____ Cell phone: _____

In case of emergency notify: _____

Address: _____

Home Phone: _____ Cell Phone: _____

What prompted you to apply here?

☐ Advertisement ☐ Own Accord ☐ Referred ☐ Employee Referral

Position Applied for: _____

When could you report for work: _____

Minimum acceptable salary: _____

Name and address of

High School: _____

College: _____

Undergraduate Major: _____

Graduate Major: _____

Degree(s): _____

Are you planning to further your education: ☐ No ☐ Yes

When: _____

Other special training courses: _____

Diploma or Certification (please specify): _____

Your hobbies and recreation: _____

Special talents: _____

Do you play any musical instruments? ☐ No ☐ Yes

Do you like to sing ☐ Yes ☐ No

Have you been convicted of any crimes in the past ten years, which have not been annulled, expunged or sealed by a court or that would prevent you from working with children?

____No ____Yes

If yes, please describe in full:_____

Are you available for part-time employment? ____No __Yes

Are you available for substitute work? ____No ____Yes

Indicate Last 3 Employers

Name: _____

Address: _____

Supervisor's name: _____

Contact information: _____

Position: _____

Reason for leaving: _____

Dates of employment: _____

Salary: _____

Duties: _____

Name: _____

Address: _____

Supervisor's name: _____

Contact information: _____

Position: _____

Reason for leaving: _____

Dates of employment: _____

Salary: _____

Duties: _____

Name: _____

Address: _____

Supervisor's name: _____

Contact information: _____

Position: _____

Reason for leaving: _____

Dates of employment: _____

Salary: _____

Duties: _____

REFERENCES

Please list 3 references, not including relatives or former supervisors

Name: _____

Address: _____

Occupation: _____

Telephone: _____

Years Acquainted: _____

Name: _____

Address: _____

Occupation: _____

Telephone: _____

Years Acquainted: _____

Name: _____

Address: _____

Occupation: _____

Telephone: _____

Years Acquainted: _____

JOB APPLICANT AGREEMENT AND CERTIFICATION

"I certify that the information given by me in this application is true in all respects, and I agree that if the information is found to be false in anyway, it should be considered sufficient for denial of employment or discharge. I authorize the use of any information in the application to verify my statements, and I authorize the past employers, all references, and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information."

"I understand that employment at Little Tigers is "at will". This means either myself or Little Tigers may sever the employment relationship at any time for any reason. I will provide a minimum of two weeks notice whenever possible. A final paycheck will be issued on the first regular payday following the employee's last day of employment."

"I understand that I will read and follow the Childcare licensing rules and regulations."

"I understand that employment policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures in whole or in part at any time."

"I understand that this application will be kept active for 30 days from the date completed, after which time I would have to re-apply in accordance with established Company procedure."

"I certify that I have never been convicted of and it has never been shown by credible evidence, e.g., a court or jury, a department investigation or other reliable evidence that I 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."

"I understand that as a condition of the application process the Company will perform a federal, state, and local criminal history and records check, as conducted by Ohio Bureau of Investigation and FBI and by signing this application I acknowledge my understanding of this and my consent to such checks and any updated reports."

"I understand that Little Tigers Preschool and Childcare maintains a drug free workplace. At any time, I agree that I will participate in a drug screening at managements request."

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

"I understand a confidentiality letter must be signed and kept on file at the school."

"I understand and agree that I am required to complete First Aid, Recognition and prevention of communicable disease, Recognition and prevention of child abuse, and Infant-child CPR training which must be completed within the **sixty (60)** days of employment and kept current there after."

"I understand and agree that I am required to take ten (10) hours of Step-Up To Quality (STUQ) approved in-service training each year of employment. First aid, Recognition and prevention of communicable disease, Recognition and prevention of child abuse and Infant-child CPR are not counted in the required ten (10) hours."

"I understand that each staff member is expected to attend monthly, center wide staff meetings. Staff meetings are held once per month in the evening after six (6:00) pm."

"I understand that I must follow and abide by Little Tigers Preschool and Childcare Center's Philosophy."

Date: _____ **Applicant Signature:** _____