

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.

(Application must be completed in full even if attaching a resume.)

PLEASE PRINT USING BALLPOINT PEN

PERSONAL			
FULL NAME	FIRST MIDDLE LAST	ALIASES - AKA	SOC. SECURITY #
PRESENT ADDRESS	STREET CITY STATE ZIP	HOW LONG	HOME PHONE #
PREVIOUS ADDRESS	STREET CITY STATE ZIP	HOW LONG	CELL PHONE #

POSITION APPLIED FOR :	DATE :
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ARE YOU WILLING, ABLE AND QUALIFIED TO DO THE FOLLOWING REGARDLESS OF JOB TITLE ? (ASK IF YOU AREN'T SURE)

POSITIONS	(CIRCLE) WILLING ?	(CIRCLE) QUALIFIED ?	YEARS EXPERIENCE	QUALIFICATIONS OR TRAINING NEEDED ?		
COOK & UTILITY	YES NO	YES NO ?				
ASSISTANT TEACHER	YES NO	YES NO ?				
TEACHER	YES NO	YES NO ?				
DIRECTOR	YES NO	YES NO ?				
CLEANING	YES NO	YES NO ?				
DRIVE VAN	YES NO	No CDL Required YES NO ?	OHIO LICENSE - YES NO	NUMBER OF TRAFFIC VIOLATIONS (5 YRS)		
OTHER	YES NO	YES NO ?	EXPLAIN:			
(Between 6 AM & 6 PM) AVAILABLE (TIME)	(Example) XXX 6-3	MON.	TUES.	WED.	THUR.	FRI.

EDUCATION	NAME AND CITY / STATE OF SCHOOL	(CIRCLE) Yrs. Attended	(CIRCLE) Graduated?	DEGREE & MAJOR
HIGH SCHOOL		9 10 11 12	YES NO	
BUSINESS/TRADE		1 2 3 4	YES NO	
CDA ACCREDITED ?			YES NO	CHILD DEVELOPMENT
ECE DEGREE ?		1 2 3 4	YES NO	
COLLEGE		1 2 3 4	YES NO	
GRADUATE SCHOOL		1 2 3 4	YES NO	
TEACHERS CERTIFICATE ?	STATE: GRADE:		YES NO	
LANGUAGE OTHER THAN ENGLISH ?	Please circle - 0 = No ...5 = Very Skilled	SPANISH - 0 1 2 3 4 5	GERMAN - 0 1 2 3 4 5	0 1 2 3 4 5
COMPUTER SKILLS	INTERNET - 0 1 2 3 4 5	MS WORD - 0 1 2 3 4 5	MS EXCEL - 0 1 2 3 4 5	DAYCARE - 0 1 2 3 4 5
MUSICAL	SINGING - 0 1 2 3 4 5	PIANO - 0 1 2 3 4 5	OTHER -	0 1 2 3 4 5

OTHER TRAINING, TALENTS OR HOBBIES:

CERTIFICATES - DO YOU HOLD A CURRENT CERTIFICATE IN:	(CIRCLE)	PROOF PROVIDED / REMARKS
FIRST AID	YES NO	YES NO
IDENTIFY COMMUNICABLE DISEASES	YES NO	YES NO
RECOGNITION & PREVENTION OF CHILD ABUSE	YES NO	YES NO
CPR - APPROPRIATE FOR DAYCARE AGE GROUP	YES NO	YES NO

Do Not Write Below

EMPLOYMENT HISTORY

Begin with you most recent employment (1) and continue with all past employment. Attach additional sheets if necessary.

1 Employer	Address		City / State	Phone - xxx-xxx-xxxx
Job Title - (Starting)	From / To (mo - yr)	Starting Salary	Job Description / Duties	
Job Title - (Ending)	From / To (mo - yr)	Ending Salary	Job Description / Duties	
Reason for Leaving			Name & Title of Immediate Supervisor	

Explain Period of Time Between Jobs :

2 Employer	Address		City / State	Phone - xxx-xxx-xxxx
Job Title - (Starting)	From / To (mo - yr)	Starting Salary	Job Description / Duties	
Job Title - (Ending)	From / To (mo - yr)	Ending Salary	Job Description / Duties	
Reason for Leaving			Name & Title of Immediate Supervisor	

Explain Period of Time Between Jobs :

3 Employer	Address		City / State	Phone - xxx-xxx-xxxx
Job Title - (Starting)	From / To (mo - yr)	Starting Salary	Job Description / Duties	
Job Title - (Ending)	From / To (mo - yr)	Ending Salary	Job Description / Duties	
Reason for Leaving			Name & Title of Immediate Supervisor	

Explain Period of Time Between Jobs :

4 Employer	Address		City / State	Phone - xxx-xxx-xxxx
Job Title - (Starting)	From / To (mo - yr)	Starting Salary	Job Description / Duties	
Job Title - (Ending)	From / To (mo - yr)	Ending Salary	Job Description / Duties	
Reason for Leaving			Name & Title of Immediate Supervisor	

Explain Period of Time Between Jobs :

REFERENCES (Excluding Relatives)		
1 Name		Occupation Business Phone () -
Home Address	Phone () -	Title Relationship
City & State (zip)		How Long Known
2 Name		Occupation Business Phone () -
Home Address	Phone () -	Title Relationship
City & State (zip)		How Long Known
3 Name		Occupation Business Phone () -
Home Address	Phone () -	Title Relationship
City & State (zip)		How Long Known

ATTENDANCE AND PUNCTUALITY INFORMATION
<p>Consistent attendance and punctuality are essential requirements of every job with this company. Is there anything that would interfere with your regular attendance and punctuality if you were offered a job ? () YES () NO</p> <p>If Yes, Please explain : _____</p> <p>_____</p> <p>_____</p>

GENERAL INFORMATION
<p>In you are <i>Under 18</i>, Please state your age: _____ If under 18, can you supply working papers ? YES NO</p> <p>Only <i>U.S. Citizens</i> or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? Yes No</p> <p>Have you ever been convicted of a crime or violation other than a minor traffic infraction ? YES NO (A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into consideration.)</p> <p>If YES, Please Explain : _____</p> <p>_____</p> <p>_____</p>
<p>Have you ever been discharged from any employment or asked to resign ? YES NO</p> <p>If YES, Please explain : _____</p> <p>_____</p> <p>_____</p>

Pay Rate

It is the intent of Tiny Tot Academy to offer an above average compensation package with each hourly rate based on education, experience and values. Assuming Medical Insurance, a generous Vacation and Paid Sick time allowance is offered, what is your your minimum hourly rate needed ? \$ _____ What other concerns or requirements do you have ?

NOTIFICATION AND AGREEMENT

(PLEASE READ BEFORE SIGNING)

I certify that all answers given are true, accurate and complete. I understand that the falsification, misrepresentation, misleading or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of the company to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, color, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of Vietnam era, and individuals with a disability, any and other characteristics protected by Federal, State or State Law.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

I understand that if offered a position with Tiny Tot Academy, LLC, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperated with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed,

If hired, I agree to abide by all the company rules and regulations and state child care laws and rules. Further I understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the company or me. I further understand that no representation, whether oral or written by any representative or agent of the Tiny Tot Academy, LLC, at any time, can constitute a contract of employment. I understand that Tiny Tot Academy, LLC, and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedure, benefits or other terms or condition of employment. No representative or agent of the company, has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by an officer, or to make any agreement contrary to the foregoing.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm information supplied on this application.

APPLICANT SIGNATURE _____ DATE _____

Please Do Not Write Below this Line

INTERVIEW BY _____ DATE _____

COMMENTS : _____

