



**Employment Application**

Full Name:	Home #:	Cell #:
Current Address:		
Soc. Sec #:	Drivers License #:	Email:

Thank you for choosing North Louisiana Early Learning Academy in your career path. We are dedicated to hiring professionals who are energetic, motivated, and possess integrity. NLELA is an equal opportunity employer. Applicants must show they understand and are able to meet the following requirements for employment by initialing each item below.

- \_\_\_ High school graduate or GED recipient.
- \_\_\_ U.S. Citizen, or legally authorized to work in the U.S.
- \_\_\_ Will provide social security card
- \_\_\_ Will submit to drug and alcohol testing as required.
- \_\_\_ Will complete an FBI criminal background check.
- \_\_\_ Will complete a child maltreatment central registry check.
- \_\_\_ Physically able to safely supervise young children and perform necessary job functions.
- \_\_\_ Will maintain professional appearance and conduct at all times.

**General Information**

Employment Desired: \_\_\_ Full-time only \_\_\_ Part-time only \_\_\_ Full or part time \_\_\_ On Call

Position Desired: \_\_\_\_\_ Desired Hourly Rate: \_\_\_\_\_

Hours Available

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Are you seeking temporary or permanent work? \_\_\_\_\_



**Educational Experience**

High School attended & year graduated: \_\_\_\_\_

College attended/Degree completed or years completed/Major: \_\_\_\_\_

Child Development associate certification: \_\_\_\_\_

List courses completed or relevant childcare training (CPR, 1<sup>st</sup> Aid, Child Development, etc.): \_\_\_\_\_

List other skills, vocational, and technical training: \_\_\_\_\_

**Employment History (start with most recent)**

<u>Begin/End Date</u>	<u>Begin/End Salary</u>	<u>Employer Address</u>	<u>Supervisor Name &amp; Phone #</u>	<u>Your title and duties</u>	<u>Reason for leaving</u>



**3 Personal References (do not list family or previous employers)**

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>	<u>Relationship (ie, coworker, friend)</u>

**Offenses- Criminal background checks will be conducted on all applicants.**

Have you ever pled guilty, no contest or been convicted of any criminal offense? If yes, explain:

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Has a report of child maltreatment ever been made against you? If yes, explain:

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Has a court ever denied parental, custodial, visitation rights as a result of neglect or abuse of a child? If yes, explain:

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Please answer the following questions:

1. What are your career goals and objectives?  
\_\_\_\_\_  
\_\_\_\_\_
2. Define PROFESSIONAL CONDUCT. How does it apply to a child care program?  
\_\_\_\_\_  
\_\_\_\_\_
3. Define CUSTOMER SERVICE and how it relates to a child care program?  
\_\_\_\_\_  
\_\_\_\_\_
4. Describe your position on guidance as it relates to 3 year old children arguing over a toy.  
\_\_\_\_\_  
\_\_\_\_\_

An application form sometimes makes it difficult to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I hereby certify that all information contained in this application is true and correct. I understand that any misrepresentation, falsification, or consequential omission of information may render this application void, or if employed may result in immediate termination. I further consent and agree to submit to any job-related medical exams or drug tests that might be required and agree to provide any information that may be needed to facilitate such test. I authorize the individuals and institutions named above to give information regarding my employment, character and qualification, hereby releasing them from all liability for issuing such information.

\_\_\_\_\_  
Printed name/Signature of Applicant

\_\_\_\_\_  
Date