

Date of Hire: \_\_\_\_\_  
Position: \_\_\_\_\_

Date of Separation: \_\_\_\_\_

## JUPITER LEARNING ACADEMY EMPLOYMENT APPLICATION

Position Applied For: \_\_\_\_\_ Date Available: \_\_\_\_\_

Full or Part Time: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

### PERSONAL

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Street  
City State Zip Work Phone: \_\_\_\_\_

Are you 18 years or older? Yes \_\_\_ No \_\_\_ If no, please state age: \_\_\_\_\_

Do you have any medical condition(s) which may interfere with fulfilling the responsibilities of the position for which you are applying? Yes \_\_\_ No \_\_\_  
If so, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony, barrier crime or subject of a founded Child Protective Service complaint? Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employment requires Criminal Background Clearances. Is this acceptable to you?  
Yes \_\_\_ No \_\_\_

In case of emergency, please notify:

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address (City, State, Zip)  
\_\_\_\_\_  
Phone Relationship

**DISCLOSURE: Before driving a vehicle to transport children, I realize that I am required to disclose any moving traffic violation that occurred five years prior to or during employment or assignment as a driver.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**EDUCATION AND TRAINING:**

1. Name and location of high school: \_\_\_\_\_  
Highest grade completed: \_\_\_\_\_ Date of graduation or GED: \_\_\_\_\_
2. Name and location of College/University: \_\_\_\_\_  
Dates attended: \_\_\_\_\_ Number of years completed: \_\_\_\_\_  
Degree(s) earned: \_\_\_\_\_
3. Additional training or certification that would be helpful in evaluating your application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE:**

Begin with the current or most recent employment (including military experience). Use additional paper if necessary.

1. Position: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Employer: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Address: \_\_\_\_\_ Job duties: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Salary: From \_\_\_\_\_ To \_\_\_\_\_  
May we contact your present employer? \_\_\_\_\_
2. Position: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Employer: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Address: \_\_\_\_\_ Job duties: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Salary: From \_\_\_\_\_ To \_\_\_\_\_

3. Position: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Employer: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Address: \_\_\_\_\_ Job duties: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Salary: From \_\_\_\_\_ To \_\_\_\_\_
4. Position: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Employer: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Address: \_\_\_\_\_ Job duties: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Salary: From \_\_\_\_\_ To \_\_\_\_\_

Please describe any volunteer work or other experience related to child care:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (W) \_\_\_\_\_  
Address: \_\_\_\_\_ (H) \_\_\_\_\_
2. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (W) \_\_\_\_\_  
Address: \_\_\_\_\_ (H) \_\_\_\_\_
3. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (W) \_\_\_\_\_  
Address: \_\_\_\_\_ (H) \_\_\_\_\_

I understand that I will be required to submit written information to demonstrate that I possess the education, orientation training, staff development, certification, and experience required by the job position.

**I hereby certify that the information given in this application is true and complete to the best of my knowledge.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date