

NORTHSIDE PREP LEARNING CENTER

EMPLOYMENT APPLICATION

4950 Northside Drive • Macon, GA 31210 • info@northsideprep.net

APPLICANT INFORMATION

Full Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Cell Phone: _____ Email: _____

POSITION & AVAILABILITY

Position(s) interested in: ☐ Teacher ☐ Assistant Teacher ☐ Substitute ☐ Other: _____

Employment desired: ☐ Full-Time ☐ Part-Time ☐ Substitute

Date available to begin: _____

Days available: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

Hours available: From _____ To _____

Are you able to work a consistent scheduled shift? ☐ Yes ☐ No

EDUCATION & CHILDCARE QUALIFICATIONS

Highest level of education completed: _____

College / Technical School: _____ Degree / Major: _____

CDA: ☐ Yes ☐ No ☐ In Progress Early Childhood Education degree/coursework: ☐ Yes ☐ No

Current CPR/First Aid certification: ☐ Yes ☐ No Bright from the Start training: ☐ Yes ☐ No ☐ Some

Other childcare-related training/certifications: _____

CHILD CARE EXPERIENCE

Years of experience working with children: _____

Ages worked with: ☐ Infants ☐ Toddlers ☐ Twos ☐ Threes ☐ Fours ☐ Pre-K ☐ School Age

Which age group do you most enjoy working with? _____

Briefly describe your experience caring for or teaching young children:

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EMPLOYMENT HISTORY - THREE MOST RECENT EMPLOYERS

Please provide complete information for your three most recent employers.

EMPLOYER 1

Employer: _____ Position: _____

Supervisor: _____ Phone: _____

Dates employed: From _____ To _____ May we contact? ☐ Yes ☐ No

Primary duties: _____

Reason for leaving: _____

EMPLOYER 2

Employer: _____ Position: _____

Supervisor: _____ Phone: _____

Dates employed: From _____ To _____ May we contact? ☐ Yes ☐ No

Primary duties: _____

Reason for leaving: _____

EMPLOYER 3

Employer: _____ Position: _____

Supervisor: _____ Phone: _____

Dates employed: From _____ To _____ May we contact? ☐ Yes ☐ No

Primary duties: _____

Reason for leaving: _____

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PROFESSIONAL REFERENCES - PLEASE DO NOT LIST RELATIVES

REFERENCE 1

Name: _____ Relationship / Company: _____

Phone: _____ Email: _____

REFERENCE 2

Name: _____ Relationship / Company: _____

Phone: _____ Email: _____

REFERENCE 3

Name: _____ Relationship / Company: _____

Phone: _____ Email: _____

JOB-RELATED SKILLS & CHILDCARE READINESS

Please describe any job-related skills, qualifications, classroom strengths, or additional experience that would help you work successfully with young children:

Do you have a valid driver's license? ☐ Yes ☐ No

Do you have a commercial driver's license? ☐ Yes ☐ No

Have you had CPR training within the last 2 years? ☐ Yes ☐ No

Have you had First Aid training within the last 3 years? ☐ Yes ☐ No

Are you willing to participate in Bright from the Start required annual training? ☐ Yes ☐ No

Have you attended or completed any child care training courses? ☐ Yes ☐ No

If yes, list here: _____

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REQUIRED CHILD/ADULT ABUSE, NEGLECT OR MISCONDUCT DISCLOSURE

Have you ever been shown by credible evidence, e.g. a court order or jury, a department's investigation or other reliable evidence to 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?

☐ YES ☐ NO

If yes, please explain:

AMERICANS WITH DISABILITIES ACT / REASONABLE ACCOMMODATION

Northside Prep Learning Center provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable law. Reasonable accommodation may apply to the application process, interviews, pre-employment procedures, and employment. If you need a reasonable accommodation during the application or interview process, please let us know.

Are you able to perform the essential duties of the position for which you are applying, with or without reasonable accommodation?

☐ YES ☐ NO

BACKGROUND SCREENING & EMPLOYMENT REQUIREMENTS

Do you have the legal right to work in the United States? ☐ YES ☐ NO

Are you willing to complete all required background screening and fingerprinting? ☐ YES ☐ NO

Employment is contingent upon satisfying all background screening, eligibility, training, and other requirements applicable to the position and to licensed child care programs.

APPLICANT CERTIFICATION & AT-WILL EMPLOYMENT

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification from employment or termination if employed. I authorize Northside Prep Learning Center to verify information relevant to my application as permitted by law. I understand that, if hired, employment is at will and may be terminated by either Northside Prep Learning Center or me at any time, with or without cause or notice, subject to applicable law.

Applicant Signature: _____ Date: _____

Printed Name: _____

EQUAL EMPLOYMENT OPPORTUNITY

Northside Prep Learning Center provides equal employment opportunity without regard to race, color, religion, sex, national origin, age, disability, or other status protected by applicable law.