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info@steppingstoneslearningacademy.net

Personal Information			
Name			
Address			
City			
State			
Zip Code			
Phone Number			
Email address			
Employer 1	Date Employed		Work Performed
Name	From	To	
Address	Supervisor		
	Name:		
	Phone:		
Job Title	Salary		
	Start	Final	
Reason For Leaving			
Employer 2	Date Employed		
Name	From	To	
Address	Supervisor		
	Name:		
	Phone:		
Job Title	Salary		
	Start	Final	
Reason For Leaving			

Employer 3	Date Employed		Work Performed
Name	From	To	
Address	Supervisor		
	Name:		
	Phone:		
Job Title	Salary		
	Start	Final	
Reason For Leaving			
Employer 4	Date Employed		Work Performed
Name	From	To	
Address	Supervisor		
	Name:		
	Phone:		
Job Title	Salary		
	Start	Final	
Reason For Leaving			
Employer 5	Date Employed		Work Performed
Name	From	To	
Address	Supervisor		
	Name:		
	Phone:		
Job Title	Salary		
	Start	Final	
Reason For Leaving			
Background Information			
Position Desired (“Any” is not an acceptable response): Director <input type="checkbox"/> Assistant Director <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Cook <input type="checkbox"/> Bus Driver <input type="checkbox"/> Other <input type="checkbox"/>			
Employment Desired: £ Full-Time £ Part-Time £ Temporary:			
What age group do you prefer?			
What hours and days of the week are you available for work?			

When are you available to start?

Salary/Wage Expected: \$ _____ per: _____

Employment History

Do you have work commitments to any other employer which may affect your employment? £ Yes £ No

If yes, explain:

Please explain any gaps in your employment history. Be sure to account for all periods of time including military service and any period of unemployment. You may use an extra sheet of paper if necessary.

If hired, can you provide proof that you are legally entitled to work in the U.S.? £ Yes £ No

If not, what steps must be taken for you to begin employment lawfully?

Have you ever been terminated or asked to resign from any job? £ Yes £ No

If yes, please explain circumstances:

May we contact your current employer? £ Yes £ No

If no, please explain:

Do you have any friends or relatives working at this Center? £ Yes £ No

If yes, Name(s) and Relationship:

Have you ever used another name? £ Yes £ No

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain:

Do you have adequate transportation to get to and from work on a reliable and consistent basis? £ Yes £ No

Stepping Stones Learning Academy Employment History

Have you ever worked for this Center? £ Yes £ No

If yes to either of the above inquiries, please give dates and position:

Have you ever applied to work for this Center? £ Yes £ No

If yes to either of the above inquiries, please give dates and position:

Do you have any children who will attend this Center? Yes No

If yes, list age and grade of each child:

Professional Education

High School Education

Graduated	High School Name/Location	Year Graduated
Yes No		

Early Childhood Education (ECE)

Courses	College Attended Name/Location	Degree Earned

Other College Courses

Courses	College Attended Name/Location	Degree Earned

Certifications

Current 1 ST Aid/CPR Certificate	Yes	No	If yes, provide a copy of current certificate
Current Food Handler Certificate			If yes, provide a copy of current certificate

Do you hold any certificates for childcare training? Yes No

If so, please list them and attach copies, if available: List any other professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying:

CRIMINAL BACKGROUND

Have you ever plead no contest, nolo, or guilty to a crime, or been convicted of a crime (other than minor traffic offenses)?
£ Yes £ No

Have you been arrested for any matters for which you are currently out on bail or on your own recognizance pending trial?
£ Yes £ No

Are any charges currently pending against you? £ Yes £ No

Has any adjudication ever been withheld? £ Yes £ No

NOTE:

Answering “yes” to the preceding questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, and misdemeanor marijuana-related offenses that occurred over two years ago in answering these questions).

If you answered yes to any of the preceding questions, please give dates and details (feel free to use another sheet of paper):

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OTHER INFORMATION

What is your philosophy of educating preschool children?
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What is your experience with children? Indicate ages of children, duties, dates of work, and reason for leaving. (Include volunteer experience with children, if applicable)
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Please describe any other experience or skills that you have that you believe would be relevant to the job for which you are applying.
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Referral Inquiry

How were you referred to us? £ Friend £ Relative £ Advertisement £ Internet £ State employment agency £ Private employment agency £ Other:
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Signature: _____

Date: _____