

Harlan Oaks Early Learning Center

Employment Application



Name	Last	First	Mid Initial
Address		Phone #	Email
Are you at least 18 years of age?	Yes	No	
Are you a citizen of the USA?	Yes	No	
Have you ever been convicted of a felony?	Yes	No	
If yes, please explain:			

Education

High school	Dates Attended	Area of Study	Yes No Did you graduate?
College	Dates Attended	Area of Study	Yes No Did you graduate?
Other	Dates Attended	Area of study	Yes No Did you graduate?

Experience

Please list your most recent employment.

Company	Position	Dates of Employment	Salary
Supervisor	Phone Number	May we contact them for a reference?	
Reason for leaving:			
Company	Position	Dates of Employment	Salary
Supervisor	Phone Number	May we contact them for a reference?	
Reason for leaving:			
Company	Position	Dates of Employment	Salary
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What position are you applying for?
What age group do you prefer?
Do you prefer full or part time hours?

What are your days and hours of availability? (We are open 6AM-6PM Monday-Friday)				
Monday	Tuesday	Wednesday	Thursday	Friday
When are you available to start?				
Would you need to enroll your child? Child's birthdate?				
What are your salary and benefit requirements?				
How did you hear about us?				
Do you have experience working with children? Please explain.				

Disclaimer and Signature

<p>I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in termination of employment.</p> <p>Applicant Signature Date:</p>

Administrative Notes

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