



Employment Application

Personal Information:

Name: _____

Address: _____
Street and Number City State Zip Code

Phone Number: _____ E-mail address: _____

Employment Information:

Hours of Availability:

Position in which you are applying for (check appropriate item):

- Assistant Director
- Lead Teacher
- Assistant Teacher
- Cook
- Maintenance
- Substitute

Mon _____

Tues _____

Wed _____

Thurs _____

Fri _____

Are you looking for Part or Full Time: _____ Hours per week: _____

Previous Employment:

Name of Employer: _____ Phone Number: _____

Contact Person: _____ Dates of Employment: _____

Reason for Leaving: _____

Name of Employer: _____ Phone Number: _____

Contact Person: _____ Date of Employment: _____

Reason for Leaving: _____

Name of Employer: _____ Phone Number: _____

Contact Person: _____ Date of Employment: _____

Reason for Leaving: _____

Educational Background:

Who can we thank for referring you?

High School: _____

Number of Years: _____

Diploma: _____

Undergraduate College: _____

Overall Credit Hours: _____

of ECE credits hours: _____

Major: _____

Diploma: _____

Graduate College: _____

Number of Years: _____

Major: _____

Diploma: _____

Reference:

Name: _____

Phone Number: _____

Relationship/ years known: _____

Name: _____

Phone Number: _____

Relationship/ years known: _____

Name: _____

Phone Number: _____

Relationship/ years known: _____

I give Little Jewels Learning Center to search the DCFS fingerprint database for a background check. If my fingerprints are not in database, I agree to submit my fingerprints for a background check as required by DCFS.

Yes or No _____

Certification of Employment:

I, the employee have filled the above information to the best of my knowledge. I understand that if any of the information on this form is wrong, Little Jewels Learning Center has the right not to hire me for any position they have to offer.

Signature: _____

Date: _____