

You will need to download this file and open it in Adobe Reader (not in your web browser) to be able to email the completed form.

**Loving Arms™ Child Care and Preschool  
EMPLOYMENT APPLICATION**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, disability, or any other legally protected status.

(PLEASE PRINT)

Position Applied for:	Date of Application:		
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____			
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)	Email		

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes     No

Have you ever filed an application with us before?     Yes     No

If Yes, give date (mm/dd/yyyy) \_\_\_\_\_

Have you ever been employed with us before?     Yes     No

If Yes, give date (mm/dd/yyyy) \_\_\_\_\_

Are you currently employed?     Yes     No

May we contact your present employer?     Yes     No

Are you legally authorized to work in the United States?     Yes     No

Will you now or in the future require sponsorship for employment visa status (i.e. H-1b visa status)?    Yes    No

On what date would you be available to work? \_\_\_\_\_

Are you available to work:     Full Time     Part Time     Shift Work     Temporary

Are you currently on "layoff" status and subject to recall?    Yes    No

Can you travel if a job requires it?  Yes     No

Have you ever been convicted of a crime?     Yes     No

**Conviction will not necessarily disqualify an applicant from employment.**

If Yes, please explain

Are you willing to provide fingerprints and consents, in writing, to disclosure of information concerning any prior criminal arrests, charges and/or convictions?

Yes  No

As required by federal law, we conduct a criminal background check for all applicants under immediate consideration for employment. A criminal record is not an automatic bar to employment. The relevancy of an arrest, pending criminal charge or conviction will be individually assessed.

### EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you speak, read, and/or write			
	Fluent	Well	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills or extra-curricular activities, that will contribute to your success in the position in which you are applying:

**EMPLOYMENT EXPERIENCE:**

Start with your present or last job. Include volunteer and military activities. You may exclude organizations that indicate race, color, religion, national origin or ancestry, sex, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.

<b>Employer</b>	<b>Dates Employed</b> From      To	<b>Work Performed</b>
Job Title		
Address	<b>Hourly Rate/Salary</b> Starting      Final	
Telephone Number(s)		
Reason for Leaving		
<b>Employer</b>	<b>Dates Employed</b> From      To	<b>Work Performed</b>
Job Title		
Address	<b>Hourly Rate/Salary</b> Starting      Final	
Telephone Number(s)		
Reason for Leaving		
<b>Employer</b>	<b>Dates Employed</b> From      To	<b>Work Performed</b>
Job Title		
Address	<b>Hourly Rate/Salary</b> Starting      Final	
Telephone Number(s)		
Reason for Leaving		

How many years, cumulative, have you worked with children? \_\_\_\_\_

If you need additional space, please continue on a separate sheet of paper.

**ADDITIONAL INFORMATION**

**List professional, trade, business, or civic activities and offices held**

You may exclude memberships that would reveal race, color, religion, national origin or ancestry, sex, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law:

**Other qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience listed for the position you are applying for.

**Specialized Skills: Check Skills/Equipment Operated**

Production/Mobile

CRT

Fax

Machinery (list): Other (list):

PC

Microsoft Office

Calculator

Phone System \_\_\_\_\_

Social Media

Dropbox \_\_\_\_\_

**State any additional information you feel may be helpful to us in considering your application.**

**REFERENCES:**

Provide the names and telephone numbers of three references. Two references must be familiar with your employment ability, their job title, and the third reference must be a personal reference.

1.	_____ ( ) _____
	Name Phone #
	Address:
2.	_____ ( ) _____
	Name Phone #
	Address:
3.	_____ ( ) _____
	Name Phone #
	Address:

**\*WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER\***

FOR PERSONNEL DEPARTMENT USE ONLY	
Position(s) Applied For Is Open:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position(s) Considered For:	_____ Date _____
<b>NOTES:</b>	

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that this application for employment shall be considered active for a period of time not to exceed 180 days and that if I wish to be considered for employment beyond this time period, I should inquire as to whether or not applications are being accepted at that time.

**I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION WOULD BE OF AN "AT-WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME AND FOR ANY OR NO REASON. IT IS FURTHER UNDERSTOOD THAT THIS "AT-WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THIS ORGANIZATION.**

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge or a refusal to hire. I understand, also, that I am required to abide by all rules and policies of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER\***

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview     Yes     No

\_\_\_\_\_  
INTERVIEWER

\_\_\_\_\_  
DATE

Employed     Yes     No

Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

NAME AND TITLE

DATE