

Grace Early Learning Center
 1648 Lexington Road Georgetown, Ky 40324
 Phone (502) 868-9025

For Office Use Only
 Hire Date _____
 Job Title _____
 Pay Rate _____
 Authorize Hire _____

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date of Application _____ / _____ / _____

Name:		
First	Middle	Last

Current Address:			
Number	Street or P.O. Box	City	State & Zip

Former Address (if changed within 3 years):			
Number	Street or P.O. Box	City	State & Zip

Former Address (if changed within 3 years):			
Number	Street or P.O. Box	City	State & Zip

Phone Numbers with Area Codes:		
Home Phone Number	Work Phone Number	Cell Phone Number

EDUCATION AND SKILLS

Name	Address (City & State)	Course of Study/Major	Did You Graduate?	Diploma, GED, Degree
High School:			YES NO	
Business/Trade School:			YES NO	
Undergraduate:			YES NO	
Graduate:			YES NO	
Other:			YES NO	

EMPLOYMENT RECORD

Company/Employment Information	Dates Employed (Month/Year) From: _____/_____/_____ To: _____/_____/_____	
Company Name		
Address (City & State)		Telephone Number with Area Code
Job Title		Supervisor's Name
Starting Salary (specify per hour)		Final Salary (specify per hour)
Duties		
Reason for Leaving		

Company/Employment Information	Dates Employed (Month/Year) From: _____/_____/_____ To: _____/_____/_____	
Company Name		
Address (City & State)		Telephone Number with Area Code
Job Title		Supervisor's Name
Starting Salary (specify per hour)		Final Salary (specify per hour)
Duties		
Reason for Leaving		

Company/Employment Information	Dates Employed (Month/Year) From: _____/_____/_____ To: _____/_____/_____	
Company Name		
Address (City & State)		Telephone Number with Area Code
Job Title		Supervisor's Name
Starting Salary (specify per hour)		Final Salary (specify per hour)
Duties		
Reason for Leaving		

PROFESSIONAL REFERENCES

Reference 1:		
Name	Address (City & State)	Phone Number with Area Code
Reference 2:		
Name	Address (City & State)	Phone Number with Area Code
Reference 3:		
Name	Address (City & State)	Phone Number with Area Code

KNOWLEDGE/SKILLS/ABILITIES (KSAs)

List any KSAs you possess and believe relevant to the position you seek.

CHRISTIAN LEARNING

Grace Early Learning Center is a Christian, Bible-based childcare facility. In a paragraph, explain why you have chosen to apply for employment at a Christian learning center.

JOB INTERESTS

Position(s) of Interest	
Date Available to Work	Salary/Wage Desired

CRIMINAL RECORD

Have you ever been convicted of a felony? YES NO If yes, explain: _____
Have you ever been convicted of a misdemeanor where the conviction occurred within five years of the date of this application? YES NO If yes, explain: _____
If your answer to the previous question is yes, were you convicted of any misdemeanor more than five years prior to the date of this application? YES NO If yes, explain: _____
If you have ever been sentenced to imprisonment upon conviction of a misdemeanor, were you convicted of any other misdemeanor more than five years prior to the date of this application? YES NO If yes, explain: _____

PLEASE READ CAREFULLY AND SIGN AND DATE BELOW

<p>I certify that the facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. Further, I understand that my employment is not for a stated period of time, that terms and conditions of employment are subject to change and that my employment is "at will." You are hereby authorized to make any investigation of my personal history through any investigative bureau or bureaus of your choice.</p> <p>Furthermore, I authorize you to contact the persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me.</p> <p>If employed, I agree to hold in strictest confidence any information concerning this company and its operations which may come to my knowledge.</p> <p>I understand, should I be offered a position at Grace Early Learning Center, I will be required to undergo a background check, drug test, and sign a Code of Ethics/Conduct as a condition of employment.</p> <p>Signature of Applicant _____ Date _____</p>

This application will be held on file for six months from the date signed.