

**APPLICATION FOR EMPLOYMENT
(AN EQUAL OPPORTUNITY EMPLOYER)**

| | | |
|----------------------------------|-------------------|------|
| First Name | Last Name | Date |
| Address (City, State, Zip Code) | | |
| Phone () | Social Security # | |
| Email | | |
| Position Applying for: | | |
| Special Qualifications you have: | | |

SPECIAL PURPOSE QUESTIONS

Have you ever been convicted of a felony or misdemeanor? Yes_____ No_____

Have you been convicted of child/adult abuse? Yes_____ No_____

I understand and agree that if that I must by law report any possible cases of child abuse
Yes_____ No_____

Are you 16 years or older? Yes_____ No_____

Are you either a U.S. citizen or an alien authorized to work in the United States? Yes_____ No_____

MILITARY SERVICE RECORD

Branch of Service_____ Discharge Date _____ Rank_____

Present membership in National Guard or Reserves_____

Date obligation ends_____

EDUCATION

| SCHOOL | No. of Years Attended | NAME OF SCHOOL | CITY | COURSE | DID YOU GRADUATE? |
|---------|-----------------------|----------------|------|--------|-------------------|
| HIGH | | | | | |
| COLLEGE | | | | | |
| OTHER | | | | | |

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

WORK EXPERIENCE (Most recent first)

| | | |
|------------------------|-------------|----------------|
| Company | | Dates Employed |
| Contact Person | | Phone() |
| Starting Wage | Ending Wage | |
| Position Held & Duties | | |
| Company | | Dates Employed |
| Contact Person | | Phone() |
| Starting Wage | Ending Wage | |
| Position Held & Duties | | |
| Company | | Dates Employed |
| Contact Person | | Phone() |
| Starting Wage | Ending Wage | |
| Position Held & Duties | | |

BUSINESS REFERENCES

| NAME | ADDRESS & PHONE # | OCCUPATION |
|------|-------------------|------------|
| | | |
| | | |
| | | |

Lionheart is open Monday - Friday. Employees' schedules are determined by the Director and the needs of the center. Schedules may vary. Employees are scheduled for 9 hours per day with an hour lunch break. If applying for part time employment please indicate the days/times you are available.

| | | | | |
|------|-------|------|-------|------|
| Mon. | Tues. | Wed. | Thur. | Fri. |
|------|-------|------|-------|------|

You will be notified via email of employee meetings held each month. Attendance is required.

You will be required to complete the following training. Please indicate those you have completed and the expiration date of the training. You will need to provide copies of the training certificates.

| Training | Yes/No | Expiration |
|---|--------|------------|
| Pediatric First Aid | | |
| Pediatric CPR | | |
| Mandatory Reporter of Child and Adult Abuse | | |
| Universal Precautions | | |
| New Staff Orientation Training | | |
| Essentials | | |

PRE-SCHOOL STAFF REGULATIONS

The Department of Human Services requires that all staff members have a physical examination and TB skin test every two years. If you have not had one within the last six months, you will be required to get a physical and TB skin test at your own expense before beginning work. You will fill out a Child Abuse form and Criminal Record form to be sent for a National record check. You will be required to fulfill any additional requirements set forth either by Lionheart and/or the Department of Human Services.

At Lionheart it is often necessary to lift and carry children up to 40 pounds as well as doing a lot of bending over. This is necessary to provide the care and attention that children require and deserve.

A more detailed list of job descriptions will be given at the time of employment. Lionheart requires all employees to review and accept the job descriptions prior to beginning work.

I have read and understood the qualifications and expectations for working at Lionheart Early Learning. My signature indicates that if hired I agree to all expectations and failure to meet these expectations may result in termination. Lionheart reserves the right to investigate any references as well as qualifications. Falsification of any part of this application is reason enough for termination. Any job relationship with Lionheart is an "at will" relationship in which Lionheart reserves the right to end any relationship at any time, with or without cause, and with or without notice. I understand that no other employee has any authority to enter into any agreement for employment for any specified period of time, or make any argument contrary to the foregoing.

Date

Signature

Equal Opportunity Employment

To give equal employment and advancement opportunities to all people, we make employment decisions at Lionheart based on each person's performance, qualifications, and abilities. Lionheart does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodations would result in an undue hardship to Lionheart.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Director. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment