

**Brandi's Place
Employment Application**

Brandi's Place Early Learning and Child Care Center is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, political belief or disability. Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Application Date: _____

Law enforcement agencies and other entities for identification purposes require the following information when checking records. It is confidential and will not be used for any other purpose: **Please Print Clearly**

First Name	Middle	Last
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Street Address	City	State	Zip
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Home Phone: _____ Cell Phone: _____

Print any other names you have used: _____

Dates you used another name: _____

Date of Birth (mm/dd/yy): _____

Social Security Number: _____

Have you ever been convicted of a crime? Yes _____ No _____

If yes, please explain: _____

Position Preferences:

Schedule desired:

Full Time: _____

Part Time: _____

No. hours per week: _____

Availability:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Education:

High School:

School Name and Address: _____

Degree and No. Years Attended: _____

College/Other:

School Name: _____

Degree or No. Years Completed: _____

Major or Subject: _____

List any other schooling or licenses, certificates earned or in progress, and/or any additional training programs not included in your formal education:

Have you had any CPR or Red Cross training? Yes _____ No _____

If so, are you certified in CPR and Red Cross Training? _____ No _____

When does your certificate expire? _____

Previous Employment:

List your current or **most recent employment first.** Include work related internships, military and volunteer work.

Current Employer: _____

City and State: _____

Telephone Number: _____

Supervisors name and title: _____

Position you held: _____

Reason for leaving: _____

Date of employment: From: _____ To: _____

May we contact your employer: Yes ____ No ____

Salary: \$ _____ per Hour Week Month Year (circle one)

Other Employers: _____

City and State: _____

Telephone Number: _____

Supervisors name and title: _____

Position you held: _____

Reason for leaving: _____

Date of employment: From: _____ To: _____

May we contact your employer: Yes ____ No ____

Salary: \$ _____ per Hour Week Month Year (circle one)

List any other information you may wish to share (Jobs or Experience):

Professional References: - Other than a relative

<u>Name</u>	<u>Phone</u>	<u>Relationship</u>

Releases and Applicant's Signature:

All hiring and employment at Brandi's Early Learning and Child Care Center, is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by Brandi's Place has no specific term and may be terminated by the employee or Brandi's Place, with or without notice. I acknowledge that Brandi's Place, has not made any promises or representations that differ from those contained in this paragraph. I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with Brandi's Place, and that failure to provide this evidence will result in the termination of my employment. I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to or from Brandi's Place. I agree to release and hold harmless Brandi's Place from all liability with respect to the receipt and distribution of such information. I certify that the information I have furnished on this application is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with Brandi's Place may be terminated. In connection with my application for employment (including contract for services) and as a condition of continuing employment, I understand that investigative background inquiries are to be made on me including consumer credit criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education and experience along with reasons for termination of employment from previous employers. Further, I understand that the company will be requesting information from various Federal, State and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby give consent to Brandi's Place and/or its agents to obtain and/or release the above information. This authorization and consent shall be valid in original, fax or copy form.

Applicant's Signature: _____

Date: _____