



## APPLICATION FOR EMPLOYMENT

The Learning Station is an equal opportunity employer and adheres to the laws which prohibit discrimination in employment on the basis of age, sex, race, religion, national origin, color, ancestry, mental or physical disability, sexual orientation, marital status, veteran status or any other factor protected by law.

**PLEASE PRINT**

*Do not leave any spaces blank. All must be completed to be considered for an interview.*

LAST NAME SOCIAL SECURITY NUMBER	FIRST	MIDDLE
ADDRESS ZIP CODE	CITY	STATE
HOME PHONE	CELL PHONE	EMAIL
BIRTH DATE DESIRED SALARY	POSITION APPLIED FOR DATE OF APPLICATION	

How did you learn about our facility? \_\_\_\_\_

Have you ever filed an application with us before? \_\_\_\_\_

Have you ever interviewed with us before? \_\_\_\_\_

Do you have experience in a LICENSED child care center?    Yes        No

Are you currently employed?    Yes        No        If yes can we contact your current employer?    Yes        No

Are you over 18 years of age?    Yes        No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?    Yes        No

Are you bound by a non-competition or trade secret agreement?    Yes        No        If yes, please explain:

Are you Available to work:    FULL TIME                      PART TIME                      SUBSTITUTE

Are you available to : Open at 6:00am        Close until 6:30pm

Do you have any restrictions on your hours available? Yes        No If yes explain:

Are you available to work Monday - Friday?    Yes        No

Date available to begin training/employment: \_\_\_\_\_

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Do you have relatives or acquaintances who are currently employed by The Learning Station?    Yes    No  
 If Yes, state their name(s) and position of employment: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor within the last 7 years?    Yes    No  
 (Conviction does not necessarily disqualify from employment) If yes, please explain: \_\_\_\_\_

Have you ever been fired or forced to resign by an employer?    Yes    No  
 (Answering yes does not automatically disqualify you for employment) If yes, please explain: \_\_\_\_\_

Have you ever been under investigation with Child Protective Services in regards to your ability to work with children?    Yes  
 No  
 If yes, please explain: \_\_\_\_\_

**EMPLOYMENT HISTORY**

MOST RECENT EMPLOYER CODE	CITY SALARY	STATE	ZIP
POSITION HELD PHONE	DATES: FROM/TO		SUPERVISOR
HOURS WORKED PER WEEK	REASON FOR LEAVING		

NEXT EMPLOYER ZIP CODE	CITY SALARY	STATE	
POSITION HELD PHONE	DATES: FROM/TO		SUPERVISOR
HOURS WORKED PER WEEK	REASON FOR LEAVING		

NEXT EMPLOYER ZIP CODE	CITY SALARY	STATE	
POSITION HELD PHONE	DATES: FROM/TO		SUPERVISOR
HOURS WORKED PER WEEK	REASON FOR LEAVING		

**CHARACTER (NON-FAMILY MEMBER) REFERENCE**

NAME	TELEPHONE NUMBER	RELATIONSHIP

**EDUCATION HISTORY**

	CITY & STATE	AREA OF STUDY	DEGREE/CERTIFICATE/DIPLOMA
HIGH SCHOOL			
UNDERGRADUATE COLLEGE			
GRADUATE SCHOOL			
TRADE OR BUSINESS SCHOOL			

Do you have any physical limitations that would limit your ability to work with young children? Yes No

If yes, please explain: \_\_\_\_\_

DSS Regulations require all staff members to attend 20 hours of DSS approved training hours per year. Would you be willing to participate in these trainings outside of regular work hours? Yes NO

If NO, please explain: \_\_\_\_\_

Do you have a valid driver's license? Yes No

License # \_\_\_\_\_

State issued:

Do you have valid Adult CPR certification? Yes No

Do you have valid Child CPR certification? Yes No

Do you have valid First Aid/AED Certification? Yes No Do you have current Blood Bore Pathogens training? Yes No

Do you currently have fingerprints and background checks on file with the SC Department of Social Service? Yes No

If yes, from which child care center? \_\_\_\_\_

Please list any Early Childhood or Elementary Education certificates or other credentials, including workshops, training seminars, etc. If you are applying for a support staff position such as cook, bus driver, or maintenance person, list any applicable training.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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In paragraph form, briefly describe your philosophy for teaching/working with children in the position for which you are applying.

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Please describe your strengths and weaknesses as a teacher, co-worker, and employee. \_\_\_\_\_

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Would you need childcare provided by The Learning Station if hired? Yes No

If yes, ages of children needing care? \_\_\_\_\_

**Please attach the following with your application upon returning:**

\_\_\_\_\_ \* A **Sample** copy of a weekly Newsletter to parents about your classroom

\_\_\_\_\_ \* A **Sample** copy of a schedule for a 3 year old classroom

\_\_\_\_\_ \* A **Sample** copy of a Daily Sheet for a 12 month old classroom

\_\_\_\_\_ \* A **Sample** Weekly lesson plan for a 4K Classroom

By signing below, I certify that all of the information I have provided in this employment application is true and that the information may be verified by a director of The Learning Station.

I understand that if I have provided any false information on this application, it may prevent me from being hired, or it may result in my dismissal from employment at a later date.

I understand that all employees of The Learning Station are employed At-Will and may quit or be terminated at any time for any reason. Nothing in the Learning Station's rules, policies, handbooks, procedures, employment application or any other documents relating to employment creates any express or implied contract of employment.

I understand that if I am hired, I will have a 90 day probation period, where I will be monitored and evaluated on my job performance, punctuality and attendance.

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

\_\_\_\_\_  
Date