



**GEORGIA APPLICATION FOR EMPLOYMENT  
(WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER)**

**APPLICANT'S STATEMENT:** I understand that the School is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex or gender, pregnancy or pregnancy-relation conditions, religion, handicap or disability, citizenship or service member status or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the School or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to the School. I also authorize the School to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I certify that I do not use illegal drugs. I understand that the School reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the School or its designee. I release the School and its designee from any and all liability and damages that may result or arise from any drug test or the provision of information in connection with such a test.

I understand that specific laws, regulations and rules apply to the School's operation and I agree to comply with all such applicable laws, regulations and rules. I also agree to a comply with all applicable laws, regulations and rules that may apply to my own initial certification and continued certification, including successfully completing school required training hours, to work for the School.

I understand that this employment application and any other School documents are not promises of employment. SHOULD I BE EMPLOYED, I UNDERSTAND THAT MY EMPLOYMENT WILL BE ON AN AT-WILL BASIS. I FURTHER UNDERSTAND THAT, IF I AM EMPLOYED, I CAN TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT ADVANCE NOTICE (I UNDERSTAND THAT TERMINATING MY EMPLOYMENT WITHOUT ADVANCED NOTICE MAY WAIVE CERTAIN RIGHTS) AND THAT THE SCHOOL ALSO HAS A RIGHT TO TERMINATE MY EMPLOYMENT WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I understand that no manager, representative, or agent of the School has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, except that the owner may do so in writing.

I certify that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I certify that I have received a separate written notification that the School may obtain a consumer report on me for use in connection with my application and, if I am hired, my employment with the School. I authorize the School to obtain this report.

This application will be considered "active" for a maximum of thirty (30) days. If you wish to be considered for employment after that time, you must reapply.

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.**

\_\_\_\_\_   
Date

\_\_\_\_\_   
Applicant's Signature

Each inquiry on this application must be fully answered or completed. Otherwise, you will not be considered for employment.

**PERSONAL DATA**

Last Name		First Name		Middle Name
Present Address Street and Number City, State, Zip		How long have you lived there: Years _____ Months _____		
Previous Address Street and Number City, State, Zip		How long did you live there: Years _____ Months _____		
Telephone Number(s)		Social Security Number	Are you 18 years of age or older: <input type="checkbox"/> Yes <input type="checkbox"/> No	

**PREVIOUS EMPLOYMENT (Please go back at least 10 years; use additional pages if necessary)**

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Include part-time and seasonal employment. If self-employed, give firm name and supply business references. DO NOT ANSWER "SEE RESUME." Fill out this form **completely**.

Employer 1		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				
Employer 2		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				
Employer 3		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				

Employer 4		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor Name & Title			
Reason for Leaving				

**BACKGROUND INFORMATION**

Position Desired (“Any” is not an acceptable response): Director  Assistant Director  Lead Teacher  Teacher   
 Substitute  Cook  Bus Driver  Other  \_\_\_\_\_  
 Employment Desired:  Full-Time  Part-Time  Temporary  
 What age group do you prefer? \_\_\_\_\_  
 When are you available for work? \_\_\_\_\_  
 Salary/Wage Expected: \$ \_\_\_\_\_ per: \_\_\_\_\_  
 Do you have any commitments to any other employer which may affect your employment?  Yes  No  
 If yes, explain: \_\_\_\_\_

Please explain fully any gaps in your employment history. Be sure to account for all periods of time including military service and any period of unemployment. You may use an extra sheet of paper, if necessary.

\_\_\_\_\_

\_\_\_\_\_

If hired, can you provide proof that you are legally entitled to work in the U.S.?  Yes  No

If not, what steps must be taken for you to begin employment lawfully? \_\_\_\_\_

Have you ever been terminated or asked to resign from any job?  Yes  No

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

\_\_\_\_\_

May we contact your current employer?  Yes  No

If no, please explain: \_\_\_\_\_

Do you have any friends or relatives working at this School?  Yes  No If yes, Name(s) and Relationship: \_\_\_\_\_

\_\_\_\_\_

Have you ever worked for this School?  Yes  No or Have you ever worked for any School?  Yes  No

Have you ever applied to work for this School?  Yes  No

If yes to either of the above inquiries, please give dates and position: \_\_\_\_\_

\_\_\_\_\_

Have you ever used another name?  Yes  No Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain: \_\_\_\_\_

Do you have adequate transportation to get to and from work on a reliable and consistent basis?  Yes  No

How were you referred to us?  Friend  Relative  Advertisement  Internet  State employment agency  
 Private employment agency  Other

Do you have any children who will attend this School? Yes  No  If yes, list age and grade of each child: \_\_\_\_\_

(I understand that there is no guarantee regarding admission for children of employees, but the school will do its best to accommodate my request providing space is available).

**EDUCATION**

Education	Years Completed (Circle)	School Name & Location (City, State)	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
High School	9 10 11 12			
College/University	1 2 3 4			
Graduate/Professional	1 2 3 4			
Trade or Correspondence				

Is your CPR certificate current? Yes  No

Are you current in First Aid Training? Yes  No

Do you hold any certificates for childcare training? Yes  No  If so, please list them and attach copies, if available:

\_\_\_\_\_

List any other professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying:

**CRIMINAL BACKGROUND**

Have you ever plead no contest, nolo, or guilty to a crime, or been convicted of a crime (other than minor traffic offenses)?  
 Yes  No

Have you been arrested for any matters for which you are currently out on bail or on your own recognizance pending trial?  
 Yes  No

Are any charges currently pending against you?  Yes  No

Has any adjudication ever been withheld?  Yes  No

**NOTE:** Answering “yes” to the preceding questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, and misdemeanor marijuana-related offenses that occurred over two years ago in answering these questions). If you answered yes to any of the preceding questions, please give dates and details (feel free to use another sheet of paper):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Please list at least two personal references, not to include family members or former supervisors or managers, and their contact information.

1) Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

How do you know this person? \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

How do you know this person? \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

How do you know this person? \_\_\_\_\_

**OTHER INFORMATION**

What is your philosophy in educating preschool children?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your experience with children? Indicate ages of children, duties, dates worked, reason for leaving. ( Include volunteer experience with children, if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any other experience or skills that you have that you believe would be relevant to the job for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FOR ALL DRIVERS ONLY

(Complete only if driving is an essential function of the job for which you are applying).

**NOTE:** Drivers who are applying for a job that requires a CDL as an essential requirement are required to complete a more detailed "Supplemental Drivers Information Form".

Do you have a current valid driver's license?  Yes  No If yes, License No.: \_\_\_\_\_ State: \_\_\_\_ Expiration Date: \_\_\_\_\_

If you do not have a driver's license for the state in which you currently reside, why not? \_\_\_\_\_

Has your license ever been suspended or revoked?  Yes  No If yes, explain: \_\_\_\_\_

Do you have personal automobile insurance?  Yes  No If no, explain: \_\_\_\_\_

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended?  Yes  No If yes, explain: \_\_\_\_\_

Have you ever been convicted, pled guilty, or pled nolo to a charge of DWI or DUI?  Yes  No

Are any such charges currently pending against you? If yes to either question, explain: \_\_\_\_\_

Please list all moving traffic violations in the last five (5) years:

OFFENSE	DATE	LOCATION	COMMENTS