



Apple Tree Prep

EMPLOYMENT APPLICATION

Today's Date _____ POSITION APPLYING FOR: _____ Desired Salary: _____

Full Name: _____ Social security #: _____

Date of Birth: _____ Date Available: _____ Availability: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Email: _____ Spouse's Name: _____

Are you currently employed? Yes _____ No _____

May we contact your current employer? Yes _____ No _____

Do you have the legal right to work in U.S.? Yes _____ No _____

If you are under age 18, can you submit a work permit if hired? Yes _____ No _____

If you are not a US Citizen, do you have? Visa Registration # _____ Expiration Date: _____

Have you been convicted of a felony within the last 7 years? Yes _____ No _____

If yes, Please describe: _____

EDUCATION:

High School: _____

Address: _____

Graduated Yes _____ No _____ Degree and Subject: _____

Business/Trade: _____

Address: _____

Graduated, Certificate: Yes _____ No _____ Degree and Subject: _____

College/University: _____

Address: _____

Graduated: Yes _____ No _____ Degree and Subject: _____

College/University: _____

Address: _____

Graduated Yes _____ No _____ Degree and Subject: _____

PREVIOUS EMPLOYMENT: Please list employment history for the **past ten (10) years** with most recent first.
(Attach additional sheet if necessary to complete the past 10 years - do not skip years)

Company:	_____	From _____	To _____
		(mm/yyyy)	(mm/yyyy)
Title:	_____		
Address:	_____	Phone: _____	
City:	_____	State _____	Zip _____
Duties:	_____		
Reason for leaving:	_____		

Company:	_____	From _____	To _____
		(mm/yyyy)	(mm/yyyy)
Title:	_____		
Address:	_____	Phone: _____	
City:	_____	State _____	Zip _____
Duties:	_____		
Reason for leaving:	_____		

Company:	_____	From _____	To _____
		(mm/yyyy)	(mm/yyyy)
Title:	_____		
Address:	_____	Phone: _____	
City:	_____	State _____	Zip _____
Duties:	_____		
Reason for leaving:	_____		

Company:	_____	From _____	To _____
		(mm/yyyy)	(mm/yyyy)
Title:	_____		
Address:	_____	Phone: _____	
City:	_____	State _____	Zip _____
Duties:	_____		
Reason for leaving:	_____		

REFERENCES: Please list past supervisors or business colleagues who would be most familiar with your experience:

Company _____	Phone: _____
Address: _____	Supervisor: _____
City: _____ State: _____ Zip: _____	Title: _____

Company _____	Phone: _____
Address: _____	Supervisor: _____
City: _____ State: _____ Zip: _____	Title: _____

Company _____	Phone: _____
Address: _____	Supervisor: _____
City: _____ State: _____ Zip: _____	Title: _____

Company _____	Phone: _____
Address: _____	Supervisor: _____
City: _____ State: _____ Zip: _____	Title: _____

JOB RELATED SKILLS:

Please list your experience with young children. Please include ages of children you worked with, duties, job-related skills or qualifications you have.

Have you ever been shown by credible evidence, e.g. a court order or jury, a department's investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? YES NO

If yes, Please explain _____

Under the American with Disabilities Act of 1991, this program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodations, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying.

Having read the job description for the position for which you are applying, are you in all respects, able to adequately perform the duties as described? YES NO

If no, please explain: _____

Do you have a valid driver's license?	YES	NO
Do you have a commercial driver's license?	YES	NO
Have you had CPR training within the last 2 years?	YES	NO
Have you had First Aid training within the last 3 years?	YES	NO
Are you willing to participate in Bright from the Starts requirement for annual training?	YES	NO
Have you attended or completed any child care training courses?	YES	NO

If yes, list here: _____

SIGNATURE AND UNDERSTANDING OF AT-WILL EMPLOYMENT:

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that if employed, I am required to adhere to all policies and procedures of Apple Tree Prep Learning Center. I further understand that my employment and compensation is terminable at-will. There is no definite period and my employment and compensation may be terminated by the company (employer) at any time and for any reason whatsoever, with or without cause at the option of either the company or myself.

Applicant Signature _____ Date _____

Printed Name _____

<p>Mail Completed Application to: Apple Tree Prep 2881 Monroe Hwy. Suite 201 Watkinsville, GA 30677</p>	<p>OR</p>	<p>Email Completed Application to: Trina@appleprep.com</p>
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Apple Tree Prep Learning Center does not discriminate on the basis of a person's religion, color, race, sex, age, national origin, disability or Vietnam Era status.

OFFICE USE ONLY: Interviewed By: _____

1. Would your present/previous employer say that you are dependable? _____

Why or why not? _____

2. What does the word *teamwork* mean to you? _____

3. What does it mean to redirect a child? _____

4. Why would you like to have this position? _____

What steps would you take to:

- Calm a child who has a hard time leaving mom/dad in the morning?

- Encourage a child who is not participating in an activity?

- Discipline a child who is hitting or biting another child?

- Communicate with a parent about their child's daily activities?

If you are offered a position at Apple Tree Prep you will be required to provide the following during your first 30 days of employment:

- Current CPR Training Certificate (repeated every 2-3 years)
- Current First Aid Training Certificate (repeated every 3 years)
- Certificate, Diploma, and/or other documentation of training in child development, early childhood education, or related fields
- Criminal background check (Must be turned in before you are hired)

By signing this document, I understand that the above-mentioned items are required during the first 30 days of employment. If these items are not submitted within 30 days, employment may be terminated.

Applicant Signature: _____

Date: _____