



APPLICATION FOR EMPLOYMENT

Smart Kids' Child Development Center is an equal opportunity employer and seeks to employ qualified applicants without regard to race, color, religion, sex, national origin, age or disability, or veteran's status in accordance with federal, state and local laws.

DATE: _____

I. PERSONAL INFORMATION

1. Name: _____
Last First Middle Initial

2. Social Security Number: _____

3. Phone Number: (Home) _____ (Cell) _____

4. Place of Residence:

Street _____ Apt. No. _____

City _____ Zip Code _____

5. Are you 18 years old or older? Yes No

6. Are you legally entitled to work in the USA? Yes No

7. Have you ever been employed any Smart Kids' Child Development Center? Yes No

If yes, please explain when the position(s) you held, and reason for leaving:

Also provide the name of your last supervisor: _____

8. Do you have any relatives currently employed by any Smart Kids' Child Development Center? If yes, please provide relative's name, position and relationship to you. Yes No

9. Have you ever been convicted, entered a guilty plea or a plea of nolo contendere to a crime (felony or misdemeanor)?

Yes No

If yes, please explain fully and include court of jurisdiction: _____

Note: South Carolina law requires that a complete criminal history check be conducted on all persons who provide child care services. As part of the criminal background check, all applicants will have their fingerprints checked against the criminal history records of the South Carolina Law Enforcement Division (SLED) and any other agencies deemed necessary by the employer; such as the Federal Bureau of Investigation (FBI). You are encouraged to disclose any conviction or pending indictments in the space provide above. Conviction or plea does not automatically exclude you from consideration.

10. If you are required to operate a Center vehicle, would you be willing to do so? Yes No

If yes, complete the following:

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

Do you have a Commercial Driver's License (CDA) Yes No

Have you received a traffic ticket in the past five years? Yes No

If yes, please explain: _____

Have you been involved in any automobile accidents? Yes No

If yes, please explain and give approximate date(s): _____

11. What source(s) prompted you to apply for a position with Smart Kids' Child Development Center? _____

II. EMPLOYMENT DESIRED

1. Position sought: _____ 2. Expected Wage Rate: _____

3. Date available for work: _____ 4. Preferred: Full-Time Part-Time

5. Are you currently employed? Yes No

6. If employed by Smart Kids' Child Development Center would you also be employed with any other employer, organization, or be self-employed? Yes No

III. QUALIFICATIONS

1. Record of Education:

<i>School</i>	<i>Name and city where located</i>	<i>Course of Study/major</i>	<i>Number of Years Completed</i>	<i>Did You Graduate?</i>	<i>Diploma or Degree Received i.e BS in Early Child Care</i>
High School					
College					
Graduate School					

2. Which computer software do you use effectively on a regular basis? (Circle) WORD EXCEL PUBLISHER
PRINT SHOP INTERNET SEARCHS OTHER _____

3. Other training or courses completed outside of child care: _____

IV. TRAINING - CHILD CARE

- 1. Number of years in Child Development and Early Learning _____
- 2. Can you provide proof of being tested for tuberculosis (TB)? Yes No If yes, date _____
- 3. Can you provide proof of having had CPR training? Yes No If yes, date _____
- 4. Can you provide proof of having had First Aid training? Yes No If yes, date _____
- 5. Can you provide proof of having SIDS (Sudden Infant Death Training Syndrome) training? Yes No If yes, date _____
- 6. Have you been finger printed and approved to work in child care. Yes No If yes, which state(s)? _____ Date _____
- 7. Are you currently enrolled in a program leading to a degree in child development or related field? Yes No
If yes, where and how many semester hours _____ Expected graduation date _____
- 8. List Child Care Training in past three years with approximate Date(s): _____

- 9. Special Training: _____
- 10. Special Skills and other information you would like us to know (use back of page or attachments if needed): _____

V. WORK HISTORY

- 1. Name of present or first previous employer: _____
Address: _____
Dates employed: From _____ To _____ Starting salary _____ Ending salary: _____
Phone No.: _____ Supervisor's Name and Position: _____
Job title and description of work and responsibilities: _____
Reason for leaving: _____
- 2. Name of previous employer worked before 1. above: _____
Address: _____
Dates employed: From _____ To _____ Starting salary _____ Ending salary: _____
Phone No.: _____ Supervisor's Name and Position: _____
Job title and description of work and responsibilities: _____
Reason for leaving: _____
- 3. Name of previous employer worked before 2. above: _____
Address: _____
Dates employed: From _____ To _____ Starting salary _____ Ending salary: _____
Phone No.: _____ Supervisor's Name and Position: _____
Job title and description of work and responsibilities: _____
Reason for leaving: _____

4. Name of previous employer worked before 3. above: _____
 Address: _____
 Dates employed: From _____ To _____ Starting salary _____ Ending salary: _____
 Phone No.: _____ Supervisor's Name and Position: _____
 Job title and description of work and responsibilities: _____
 Reason for leaving: _____

V. REFERENCES

1. May we contact the employers listed above? Yes No
 If no, which ones may we contact? _____

2. Provide the names of three persons (excluding relatives) who know your work and to whom we may refer in confidence.
 Name _____ Position & Employer _____ Phone Number _____
 Name _____ Position & Employer _____ Phone Number _____
 Name _____ Position & Employer _____ Phone Number _____

VI. CERTIFICATION

Smart Kids' Child Development Center conditions employment on pre-employment criminal records checks and on illegal drug testing of applicants for employment.

I understand and agree that, if offered employment by Smart Kids' Child Development Center, I must: (1) consent to a criminal records check, which must show the absence of a criminal record (excluding minor traffic violations), and (2) if requested, consent to, complete and pass an illegal drug test in accordance with Center policy. I also understand and agree that any failure by me to comply with, complete or meet such requirements will result in the denial of my employment, the withdrawal of my conditional offer of employment, if made, or discharge, as applicable.

I have read the above information carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge. I further authorize Smart Kids' Child Development Center to make such investigation and inquiries of my prior employment, my qualifications and abilities, my statements in this application, my criminal history/records, and any other related matters in arriving at an employment decision. I hereby authorize my previous employers to provide all information that they may have concerning my past employment. In addition, I hereby release Smart Kids' Child Development Center and its officers, directors, shareholders, employees and other agents of and from any and all potential liability arising from such investigation and inquiries of the above information and/or the completion of the above illegal drug testing and criminal record check requirements.

I understand that any omission of fact or false or misleading information given in this application for employment, any attachments to it or in my interview(s) may result in the denial of my employment, the withdrawal of my conditional offer of employment, if made, or disciplinary action, up to and including immediate discharge, as applicable. I further understand that if hired, my employment with Smart Kids' Child Development Center is not for a specified term and may be terminated at the complete discretion of either Smart Kids' Child Development Center or myself at any time.

Date: _____ Signature: _____