



APPLICATION FOR EMPLOYMENT

Instructions: Please complete this employment application form in its entirety (Pages 1 to 3) even if a resume is submitted. Print all answers clearly. Incomplete or ineligible applications will not be considered.

PERSONAL DATA		
1. Position for which you are applying	2. Date Available to Start	
3. Your Name	4. Are you 18 years or older? Yes <input type="checkbox"/> No <input type="checkbox"/>	5. Social Security Number (for background check)
6. Your Home Address	7. Contact Number	
8. Days and Hours Willing to Work (TLCA School Hours are 6:30AM – 6PM, Monday~Friday)	9. Email Address	
	10. Expected Salary / Wage	

EDUCATION AND TRAINING (Attach a copy of all transcripts)					
11. Do you have a current: Washington Food Service Worker permit? <i>(required of all staff persons preparing full meals per WAC 170-151-250 & WAC 170-295-3170)</i>					Yes <input type="checkbox"/> No <input type="checkbox"/>
HIV/AIDS training card?					Yes <input type="checkbox"/> No <input type="checkbox"/>
First Aid training card?					Yes <input type="checkbox"/> No <input type="checkbox"/>
Infant-Child Cardiopulmonary Resuscitation (CPR) card? <i>(required of all staff persons having regular contact with children per WAC 170-151-200 & 170-295-1100)</i>					Yes <input type="checkbox"/> No <input type="checkbox"/>
Tubercular test result (Mantoux method)? <i>(required of all staff persons having regular contact with children per WAC 170-151-220 & WAC 170-295-110)</i>					Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Have you completed STARS 20-Hour Child Care Basic Course?					Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Do you have a CDA Credential?					Yes <input type="checkbox"/> No <input type="checkbox"/>
14. Do you have an AA/BA or higher degree in Early Childhood Development? If yes, please specify: Early Childhood Education Units: # _____ Infant Toddler Units: # _____ Course Titles: _____					Yes <input type="checkbox"/> No <input type="checkbox"/>
15. Please specify your educational background					
Name and Location	Dates Attended	Credits Earned	Did you Graduate?	Degree/Date	Major/Subject
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
16. Indicate curriculums, programs and software for which you have working knowledge					
Excel <input type="checkbox"/> Word <input type="checkbox"/> PowerPoint <input type="checkbox"/> Publisher <input type="checkbox"/> QuickBooks <input type="checkbox"/> ProCare <input type="checkbox"/> HighScope <input type="checkbox"/> Creative Curriculum <input type="checkbox"/> Other: _____					

17. List and describe any other training (including conferences or workshops attended), special skills, hobbies or interests that may be pertinent to the job position.

18. EMPLOYMENT HISTORY (Start with current or most recent employer, include relevant volunteer experience. If more space is required, attach another sheet of paper or your resume)

EMPLOYER		Tel. No:	From (MM/YY)
Street Address	City	State	Zip Code
			To (MM/YY)
Duties / Responsibilities			Hours Per Week
			Last Salary/Wage
Reason for Leaving			Supervisor's Name
EMPLOYER		Tel. No:	From (MM/YY)
Street Address	City	State	Zip Code
			To (MM/YY)
Duties / Responsibilities			Hours Per Week
			Last Salary/Wage
Reason for Leaving			Supervisor's Name
EMPLOYER		Tel. No:	From (MM/YY)
Street Address	City	State	Zip Code
			To (MM/YY)
Duties / Responsibilities			Hours Per Week
			Last Salary/Wage
Reason for Leaving			Supervisor's Name
19. May we contact your present employer?			Yes <input type="checkbox"/> No <input type="checkbox"/>
20. May we contact your previous employer(s)?			Yes <input type="checkbox"/> No <input type="checkbox"/>
21. Please list 3 professional references			
NAME	Address		Relationship to Reference
Company	Telephone		
Position	Email		
NAME	Address		Relationship to Reference
Company	Telephone		
Position	Email		

NAME	Address	Relationship to Reference
Company	Telephone	
Position	Email	

EMPLOYMENT APPLICATION DISCLAIMER AND ACKNOWLEDGEMENT *(Please read carefully before signing)*

22. I certify that the information provided in this application is true, accurate and complete to the best of my knowledge. I understand that untruthful, misleading or omitted answers are cause for rejection of my application or dismissal if employed.

I understand that this application is not an employment contract, and that in the event I am hired, my employment will be “at-will” and either the employer or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the Company to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Company’s part. The Company may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

I hereby authorize the Company and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or other persons from all liability in responding to inquiries connected with my application, and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form.

Your Signature	Date
PRINT FULL NAME	

Totem Lake Children's Academy (TLCA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability. In addition to federal law requirements, TLCA complies with applicable state and local laws governing nondiscrimination in the workplace. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.