



Tots' Landing Learning Centers, Inc.

Employment Application (Management)

Name _____ Date _____

Address

_____ Street _____ City _____ State _____ Zip Code _____

Phone number ____ (____) _____ email _____ SS# _____

In under 18 years of age, do you have a work permit? ___ yes ___ no

Position applying for: ___ director ___ assistant director ___ other _____

Date available: _____

Hours available: _____

Minimum salary needed: \$ _____

As part of its dedication to providing childcare, Tots' Landing Learning Centers, Inc. permits employees to obtain childcare through the center. As an employee, would this be an option you would consider? ___ yes ___ no

Have you ever applied for employment with this company? ___ yes ___ no If yes, when? _____

Have you ever been convicted of a crime? ___ yes ___ no If so, state the criminal charge, location, date and penalty imposed. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation.

Have you ever been indicated or investigated by the Department of Children Services? ___ yes ___ no If so, please explain:

Education

High School _____ Dates attended _____ Did you receive a diploma? ___ yes ___ no

College _____ Dates attended _____ Did you receive a degree? ___ yes ___ no

Major _____

Work History (list present or most recent first)

Employer _____ Employment dates _____ Supervisor _____

Address

Street

City

State

Zip Code

Phone number ____ (____) _____ Position held _____ Salary range _____

Reason for leaving _____ May we contact for a reference ___ yes ___ no

Duties and Responsibilities:

Employer _____ Employment dates _____ Supervisor _____

Address

Street

City

State

Zip Code

Phone number ____ (____) _____ Position held _____ Salary range _____

Reason for leaving _____ May we contact for a reference ___ yes ___ no

Duties and Responsibilities:

Employer _____ Employment dates _____ Supervisor _____

Address

Street

City

State

Zip Code

Phone number ____ (____) _____ Position held _____ Salary range _____

Reason for leaving _____ May we contact for a reference ___ yes ___ no

Duties and Responsibilities:

List three non-related personal references:

1. _____ Phone number ____ (____) _____

2. _____ Phone number ____ (____) _____

3. _____ Phone number ____ (____) _____

Are you certified in first aid? ___ yes ___ no

Are you certified in CPR? ___ yes ___ no

Are you willing to attend center functions and in-service training classes, which will take place after working hours?
___ yes ___ no

What qualities do you possess that would make you a good candidate for this job?

List any previous experience you have had in management or office related work:

What is your philosophy on early childhood learning?

EEO. Tots' Landing Learning Centers, Inc. is committed to providing equal opportunity and treatment at all stages of the employment relationship, regardless of a person's race, color, religion, sex, national origin, age or protected disability.

Employment-At-Will. I understand that if I am employed I may terminate my employment at any time, with or without notice and with or without cause. I understand and agree that Tots' Landing Learning Centers, Inc. has the same right.

Conform to Rules and Regulations. I agree to conform to the rules and regulations of Tots' Landing Learning Centers, Inc. and I understand that such rules and regulations may be modified at any time Tots' Landing Learning Centers, Inc. determines it is necessary.

Searches. I also understand that for the safety and protection of all employees Tots' Landing Learning Centers, Inc. reserves the right to search all Tots' Landing Learning Centers, Inc. property. Further, I understand that my refusal to voluntarily agree to a search of my personal property may result in disciplinary action being taken, up to and including discharge. Tots' Landing Learning Centers, Inc. has zero tolerance for substance abuse.

Misrepresentations. I hereby certify that all statements provided in this application are true. I understand that my misrepresentation or omission of information called for in this application or my failure to abide by any company rule or regulation can result in the denial of employment or continued employment.

Reference Check Waiver Release. I authorize all prior employers and personal references to provide any and all information about me to Tots' Landing Learning Centers, Inc. and hereby waive and release any and all claims I might have against any of them for providing such information.

Applications stay on file for 90 days.

Signature _____ Date _____