

Harris & Tucker School

Application for Employment

All information in this application must be truthful and correct. Falsification of misrepresentation on the application is cause for immediate dismissal

Position Applied for: Teacher Assistant Teacher Administrative Assistant

APPLICANT INFORMATION

First Name _____ M.I. ____ Last Name _____

Address _____

City _____ State _____ Zip _____

Home Phone Number _____ Cell Phone Number _____

Email: _____

SSN: _____

Are you at least 18 years of age? Yes No

Are you a citizen of the United States? Yes No

If no are you authorized to work in the US? Yes No

Education

High School _____

City _____ State _____

From _____ To _____ Did you graduate? Yes No Degree

College _____

City _____ State _____

From _____ To _____ Did you graduate? Yes No Degree in?

Other _____

City _____ State _____

From _____ To _____ Did you graduate? Yes No Degree

OTHER PROFESSIONAL QUALIFICATIONS

Please tell us about your employment including any part time, casual or voluntary work of a regular nature relevant to the job applied for, starting with your present or most recent job. Please continue on a separate sheet of paper if necessary.

Company _____

Phone _____

Address Supervisor _____

Job Title _____

Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact this employer? Yes No

Company _____

Phone _____

Address Supervisor _____

Job Title _____

Starting Salary \$_____ Ending Salary \$_____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact this employer? Yes No

REFERENCES

Please give two references, one of which should be your current or previous manager/supervisor

Full Name _____

Company _____

Relationship _____

Phone Number _____

Full Name _____

Company _____

Relationship _____

Phone Number _____

Can we contact you while you are currently employed? Yes No

Have you ever held a child care license with the Department of Public Health or been registered to provide child care in your home? Yes No

If yes, please identify where and when license was held and what type of program the license was for;

While employed in a child care program, have you ever been the subject of disciplinary action, or been the party responsible for a child care facility receiving an administrative fine? Yes No

If yes, please explain

Have you ever been convicted of or charged with a crime or felony? Yes No

If yes, please explain

Are you a member of a secret society? Yes No

So you know anyone who is currently working for Harris and Tucker School?

Yes No

Staff will be appointed on the basis of qualification and merit regardless of age, ethnic origin, sex, religion and disability.

Signature _____ Date _____