

Position Hired For: _____ Date _____

Horizons Unlimited Early Learning Center
Application for Employment

Position Applied for: _____ Date application received: _____

Name: _____ Social Security # _____
Last First Middle

Address: _____ Home Phone: _____

_____ Other Phone: _____
City State Zip

EDUCATION:

1. Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Year Completed: _____
Name and location of high school _____ Year Graduated: _____

2. If you did not complete high school, do you have a general equivalency diploma? yes no _____
Date received

3. Circle number of post high school education: 1 2 3 4 5 6 7

[_____] [_____] [_____] [_____] [_____] [_____]
Name/location of school/college hrs Degree received Specialty Minor Dates Attended

4. If you expect to complete an education program in the near future, please indicate what type of degree or program and expected completion date: _____

5. Please describe any special skills related to child care: _____

6. Please describe any volunteer work or other experience related to child care: _____

EXPERIENCE:

7. Starting with the most recent, describe ALL paid and military positions held. Use additional page if needed.

a. Job title: _____ Duties: _____
Employer: _____
Address: _____

Type of Business: _____
Supervisor: _____
Title: _____ Phone: _____
Salary:(start) _____ (finish): _____
Dates:(mo/yr) _____ to(mo/yr): _____ Contact #: _____
Full Time Part-time Hrs/Wk _____ May we contact employer for reference? Yes No

b. Job title: _____ Duties: _____
 Employer: _____
 Address: _____

 Type of Business: _____
 Supervisor: _____
 Title: _____ Phone: _____
 Salary:(start) _____ (finish): _____
 Dates:(mo/yr) _____ to(mo/yr): _____ Contact #: _____
 Full Time Part-time Hrs/Wk _____ May we contact employer for reference? Yes No

c. Job title: _____ Duties: _____
 Employer: _____
 Address: _____

 Type of Business: _____
 Supervisor: _____
 Title: _____ Phone: _____
 Salary:(start) _____ (finish): _____
 Dates:(mo/yr) _____ to(mo/yr): _____ Contact #: _____
 Full Time Part-time Hrs/Wk _____ May we contact employer for reference? Yes No

8. Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, special achievements or specialized skills: _____

9. Do you have any physical conditions that may restrict your performance in the job you are applying for?
 Yes No If yes, please list and explain. _____

REFERENCES:

a. Name: _____ Title: _____ Company: _____ Address: _____ _____ Phone: _____ Relation to you: _____

a. Name: _____ Title: _____ Company: _____ Address: _____ _____ Phone: _____ Relation to you: _____

a. Name: _____ Title: _____ Company: _____ Address: _____ _____ Phone: _____ Relation to you: _____

a. Name: _____ Title: _____ Company: _____ Address: _____ _____ Phone: _____ Relation to you: _____

I hereby certify that all information provided on this application is trustworthy and true to the best of my knowledge. I understand that any intentionally misleading or untruthful information will result in my application NOT being accepted for consideration and/or grounds for dismissal.

Signature

date