



# PEACEKIDS LEARNING CENTER & PRESCHOOL

“An Equal Opportunity Employer”

## APPLICATION FOR EMPLOYMENT

Instructions to Applicant:

**Please fill in all spaces.** If an item does not apply, write “N/A.” This application will not be valid and processed unless completed in full. You must identify the specific position for which you are applying as this application only applies to the position(s) for which you are applying. Furthermore, the position(s) must be open at the time of application for the application to be valid. This application will only be valid for a period of sixty (60) days from the date of application.

Please print or type in ink clearly. Provide only the information requested. You must complete your own application. Failure to do any of the above will result in disqualification of your application.

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
LAST FIRST MIDDLE

Present address \_\_\_\_\_  
NUMBER AND STREET APT. CITY STATE ZIP CODE TELEPHONE

Position(s) applying for: [Be specific.]  
\_\_\_\_\_

From your review of the job functions for the position for which you are applying, are you able to perform the essential functions of the job with or without reasonable accommodation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Wage or salary desired: \$ \_\_\_\_\_ Date available for work: \_\_\_\_\_

Is there any time of the day or night, or particular days of the week, including weekends, that you are unable to work?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, state when: \_\_\_\_\_

Type of employment desired: Full time \_\_\_\_\_ Part time \_\_\_\_\_

If part-time, please state the number of hours and what days you are available to work: \_\_\_\_\_

Is there any reason you could not be at work regularly on time? \_\_\_\_\_

How were you referred for employment? \_\_\_\_\_

Have you applied for work with \_\_\_\_\_ before? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, when? \_\_\_\_\_

Have you ever been previously employed by \_\_\_\_\_? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when? from \_\_\_\_\_ to \_\_\_\_\_

Can you travel if the job requires it? \_\_\_\_\_ Yes \_\_\_\_\_ No Are you willing to work overtime? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you presently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Why do you wish to change jobs? \_\_\_\_\_

Do you have any relatives working for \_\_\_\_\_? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, list the name and relationship: \_\_\_\_\_

Do you have the legal right to work in the United States?  Yes  No

(If hired, proof of status will be required.)

Have you ever been convicted of a crime by a civilian or military court (other than a minor traffic violation)?  Yes  No

If so, give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

**PURSUANT TO ARKANSAS LAW**

Have you ever plead guilty or nolo contendere or been convicted of any of the following offenses by any court?  Yes  No  
(1) Capital Murder; (2) 1st or 2nd degree Murder; (3) Manslaughter; (4) 1st or 2nd degree battery; (5) Aggravated assault; (6) 1st degree terroristic threatening; (7) Kidnapping; (8) 1st degree false imprisonment; (9) Permanent detention or restraint; (10) 1st or 2nd degree rape or carnal abuse; (11) 1st or 2nd degree sexual abuse; (12) 1st or 2nd degree violation of a minor; (13) Incest; (14) 1st degree endangering the welfare of a minor; (15) Permitting child abuse; (16) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, or use of a child or consent to use a child in a sexual performance by a child; (17) Criminal attempt, criminal solicitation, or criminal conspiracy to commit any of the above named offenses; (18) Distribution to minors (of any controlled substance); (19) Manufacture, delivery, or possession with intent to manufacture or deliver any controlled substance; (20) 3rd degree carnal abuse; (21) Sexual solicitation of a child; (22) Pandering or possessing visual or print medium depicting sexually explicit conduct involving a child; (23) Negligent homicide; (24) 1st degree assault; (25) Coercion; (26) Sexual misconduct; (27) Public sexual indecency; (28) Indecent exposure; (29) 2nd degree endangering the welfare of a minor; (30) Any felony or any misdemeanor involving violence or sexual misconduct.

If so, give details:

Has five years passed since the date of conviction or plea of guilty or nolo contendere?  Yes  No

**EMPLOYMENT HISTORY** - List all work history, beginning with the most recent. Include period(s) of military service and self-employment. Use additional pages if necessary. If you cannot recall any information, so note.

**1.** Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_ Last Salary: \_\_\_\_\_

Employer's Name \_\_\_\_\_ Address \_\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**2.** Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_ Last Salary: \_\_\_\_\_

Employer's Name \_\_\_\_\_ Address \_\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**3.** Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_ Last Salary: \_\_\_\_\_

Employer's Name \_\_\_\_\_ Address \_\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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**4.** Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_ Last Salary: \_\_\_\_\_

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Employer's Name \_\_\_\_\_ Address \_\_\_\_\_

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Job Title \_\_\_\_\_ Duties \_\_\_\_\_

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Supervisor's Name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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**5.** Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_ Last Salary: \_\_\_\_\_

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Employer's Name \_\_\_\_\_ Address \_\_\_\_\_

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Job Title \_\_\_\_\_ Duties \_\_\_\_\_

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Supervisor's Name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Please account for all periods of unemployment longer than three (3) months:

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**EDUCATION**

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEAR COMPLETED	GRADUATED?	DEGREE
High School	_____		1 2 3 4	Yes No	_____
College	_____		1 2 3 4	Yes No	_____
Other	_____		1 2 3 4	Yes No	_____

List any additional work experience, education, skills, information, licenses, certifications, or special study relating to position applied for or of general interest not listed above:

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For any special licenses listed above, please complete the following:

Type: \_\_\_\_\_ Number: \_\_\_\_\_ State: \_\_\_\_\_ National: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Number of years of experience at that level: \_\_\_\_\_

Type: \_\_\_\_\_ Number: \_\_\_\_\_ State: \_\_\_\_\_ National: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Number of years of experience at that level: \_\_\_\_\_

Type: \_\_\_\_\_ Number: \_\_\_\_\_ State: \_\_\_\_\_ National: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Number of years of experience at that level: \_\_\_\_\_

Is any additional information necessary to enable a check of your records such as a change of name, use of an assumed name, or nickname?

Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

If hired, would you be willing to perform other jobs as needed? \_\_\_\_\_

PeaceKids Learning Center is affiliated with and supported by Peace Lutheran Church (ELCA). We hire only persons who are of the Christian faith

Are you of the Christian faith?  Yes  No

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**All applicants are considered for employment without regard to race, color, sex, age, national origin, disability, or military veteran status.**

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**IMPORTANT: READ CAREFULLY**

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*I hereby authorize all of my prior employers, credit bureaus, the officials of all schools which I have attended or been associated with, any person named above on this application blank, all public officials, and any other person or entity to give any information regarding my employment, personal habits, ability, criminal record, or any other relevant information they may have regarding me whether or not it is on their records. I hereby release said employers, schools, public officials and other persons and entities, from any and all liability for any damage whatsoever which might result from their revealing or furnishing this information.*

*I understand that an investigation may be made whereby information is obtained through personal interviews with neighbors, friends, and others with whom I am acquainted, as well as from credit bureaus. This may include information as to character, general reputation, personal characteristics, credit history or mode of living. I know that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of information concerning the nature and scope of this investigation.*

*I understand and accept that as part of the application and employment process, and/or during employment with PeaceKids Learning Center & Preschool, I may be asked to submit to physical examinations which may include testing for alcohol and drugs, and/or be fingerprinted, all in accordance with law. By signing this application, I hereby agree to submit to such examinations and release all persons and companies from any liability arising out of such examinations, tests and fingerprintings. I further agree that the examining person may disclose to PeaceKids Learning Center & Preschool or its representative the results of same.*

*If employed, I agree to conform to all policies, practices and procedures of PeaceKids Learning Center & Preschool and acknowledge that these may be changed, interpreted, withdrawn, or amended by PeaceKids Learning Center & Preschool at any time, at PeaceKids Learning Centers's sole option and without any prior notice to me. I consent and agree that PeaceKids Learning Center & Preschool shall have the right to search my personal property located on PeaceKids Learning Center & Preschool property, along with PeaceKids Learning Center & Preschool's desks, closets, lockers, et cetera, for the purpose of investigating possible violations of PeaceKids Learning Center & Preschool's rules/policies. This also includes access to my telephone conversations and e-mails or other types of electronic communications.*

*I further acknowledge that my employment, or any offer of employment, if such is made, may be terminated, with or without cause, and with or without prior notice, at any time, even after acceptance, at the option of PeaceKids Learning Center & Preschool or myself. I understand that no representative of PeaceKids Learning Center & Preschool has any authority to enter into any agreement with me of any nature and do hereby state that none has so been asserted to me by anyone.*

**I HEREBY STATE THAT ALL FACTS GIVEN ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND ANY MISREPRESENTATION OR OMISSION ON MY PART IS CAUSE FOR REJECTION OR TERMINATION.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date