
Highpointe Preschool and Child Care Application for Employment

Highpointe Preschool and Child Care * 2100 93rd Way N* Brooklyn Park, MN 55444

Phone: 763-566-2987

We welcome you as an applicant for employment. Highpointe Preschool and Child Care will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual preference/orientation, or political affiliation.

The information contained in this application will be considered private and used only in conjunction with your possible employment. Fill out all pages fully and accurately even if duplicated in a resume.

Position applying for

Date of Application

How did you learn about this position or come to seek employment with Highpointe Preschool and Child Care?

Advertisement

Friend

Walk-In

Employment Agency

Relative

Other

Name

Last, First, Middle

Present Address

Residence phone number

Between hours of

Work phone number

Between hours of

Are you 18 years old or over ?

Yes

No

Are you a citizen of the United States?

Yes

No

If not, do you have a work visa?

Yes

No

Have you ever been employed by Highpointe Preschool and Child Care before?

Yes

No

If yes, give date

What type of employment are you seeking?

Full-time regular

Part-time regular

Full-time temporary (up to 6 mos.)

Part-time temporary (up to 6 mos.)

Seasonal

When will you be available for employment? (check one of the following.)

Now Beginning Upon weeks notice to present employer.

If you are applying for a position that requires driving, give your driver's license number and the State where it was issued. License No. State of issue

Enter License class and endorsements (select one only)

A

B

C

D

0

1

2

3

What special skills do you have? (i.e. typing [give speed], supervisory, skilled crafts, etc.

What machines or equipment can you operate? (i.e. typewriter, computer [software], calculating, duplicating, etc.

Have you ever been convicted as an adult for a felony? Yes No
 If yes, give date, place, and nature of offense.

Education

School	Name and location	Course of Study	No. years completed	Did you graduate?	Degree or Diploma	GPA
Elementary				Yes No		
High School				Yes No		
Vocational/Technical				Yes No		
College/University				Yes No		
Graduate				Yes No		

PERSONAL REFERENCES (not former employers or relatives.)

Name and occupation	Address	Phone Number

EMPLOYMENT EXPERIENCE

Please give an accurate and complete record of your full-time and part-time employment. Start with your present or most recent employer.

Explain all gaps in employment.

Employment 1

Employers Name:	Dates Employed From: To:	Supervisor's Name:
Employer's Address: (Street Name and Zip)	Part-Time Full-time	Supervisor's Telephone Number:
Employer's Address: (City, State, Zip)	Beginning and Ending Salary:	May we contact: Yes No
Job Title:		
Nature of Duties:		
Reason for Leaving:		

Employment 2

Employers Name:	Dates Employed From: To:	Supervisor's Name:
Employer's Address: (Street Name and No.)	Part-Time Full-time	Supervisor's Telephone Number:
Employer's Address: (City, State, Zip)	Beginning and Ending Salary:	May we contact: Yes No
Job Title:		
Nature of Duties:		
Reason for Leaving:		

Employment 3

Employers Name:	Dates Employed From: To:	Supervisor's Name:
Employer's Address: (Street Name and No.)	Part-Time Full-time	Supervisor's Telephone Number:
Employer's Address: (City, State, Zip)	Beginning and Ending Salary:	May we contact: Yes No
Job Title:		
Nature of Duties:		
Reason for Leaving:		

Employment 4

Employers Name:	Dates Employed From: To:	Supervisor's Name:
Employer's Address: (Street Name and No.)	Part-Time Full-time	Supervisor's Telephone Number:
Employer's Address: (City, State, Zip)	Beginning and Ending Salary:	May we contact: Yes No
Job Title:		
Nature of Duties:		
Reason for Leaving:		

Use the space below to detail any additional information you believe is pertinent to the job you are applying for. This may include any correspondence courses, special courses, seminars or training you have taken, special educational achievements, honors, certificates, licenses, or any other knowledge, skills, or abilities you wish to communicate.

I certify that all statements in this application are true. I authorize Highpointe Preschool and Child Care to investigate any of the statements contained in this application for employment in order to arrive at an employment decision. I agree that any misrepresentation or falsification will result in rejection of this application and may result in removal from the job after employment. I understand that my employment may be contingent upon the results of a pre-employment background check and/or any other required examinations. I also understand that this application is not intended to be a contract of employment.

Date

Signature of Applicant