

AppleTree Learning Center

1147 S. Walnut St., Casper, WY 82601
www.appletree-earlyed.com 307-237-1952

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this form. PLEASE PRINT, except for signature at the end of this application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preference or discrimination based upon non-job-related information.

Position applied for _____ Today's date _____

Last Name _____ First Name _____ Middle Name _____ Telephone Number Land line Cell

Present Street Address _____ City _____ State _____ Zip Code _____

Are you seeking: Full-time Part-time Temporary employment?

When could you be available to start work? _____

Are you 18 years of age or older.....Yes No
(If hired, you may be required to submit proof of age.)

Social Security Number _____

Have you ever been convicted of any law violation (including sex related or child abuse/neglect offenses-except minor traffic violations)?Yes No

If yes, give details _____
(A yes answer does not automatically disqualify you, but background checks are mandatory for employment.)

Are you now, or do you expect to be engaged in any other business or employment?..... Yes No

If yes, please explain _____

Do you have a valid driver's license?.....Yes No

List professional, trade, business, or civic activities and offices held.

List any special skills, hobbies, or interests.

EDUCATION	Number of years	Diploma/Degree
List names and Locations of schools attended		
High School or GED _____		
College or University _____		
Vocational/Technical _____		

What additional training or certifications do you have that are related to the job for which you are applying?

EMPLOYMENT

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and list references. Please give month and year in dates.

Business Name _____ Job Title/Duties _____
Address _____ Employed _____ to _____
City, State, Zip _____ Pay Start: _____ Final: _____
Supervisor _____ Telephone _____ Reason for leaving _____

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Address _____ Employed _____ to _____
City, State, Zip _____ Pay Start: _____ Final: _____
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Address _____ Employed _____ to _____
City, State, Zip _____ Pay Start: _____ Final: _____
Supervisor _____ Telephone _____ Reason for leaving _____

OBSERVED EXPERIENCES

List pre-professional/volunteer or community activities that pertain to the position applied for: (Example: tutoring, Sunday School teaching, Girl Scout leader)

Type of experience	Contact Person	Where	Phone	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you worked under any other name?.....Yes No

If yes, give other names _____

Are you presently employed?Yes No

If yes, may we contact you current employer?.....Yes No

Have you ever been fired from a job or asked to resign?Yes No

If yes, please explain: _____

Give three references, not relatives or former employers:

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

In 25 words or less give your philosophy on children and learning:

Describe what the phrase “work ethic” means to you?

What is your philosophy on behavior and guidance?

What do you think is the biggest challenge facing people who work with children?

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from consideration for employment and may result in my dismissal if discovered at a later date.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, credit reports, driving record and criminal history. I authorize any person, school, current and former employer, reporting agency, and any other organization to provide information relevant to such investigation and I hereby release all persons and corporations requesting or supplying information pursuant to such investigation from all liability or responsibility to me for doing so.

I understand that compliance with AppleTree Learning Center’s Code of Conduct is a condition of my employment.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I HAVE READ, UNDERSTAND, AND BY MY SIGNATURE CONSENT TO THESE STATEMENTS.

Signature _____ Date _____