

Heritage Early Learning Center

8291 E 14 Mile Road
Sterling Heights, MI 48312
(586) 978-1380 ext 26

Employment Application

Applicant Information											
Full Name:					Date:						
<i>Last</i>				<i>First</i>			<i>M.I.</i>				
Address:											
<i>Street Address</i>							<i>Apartment/Unit #</i>				
<i>City</i>					<i>State</i>		<i>ZIP Code</i>				
Phone: ()				E-mail Address:							
Date Available:		Social Security No.:			Desired Salary:		\$				
Position Applied for:											
Are you a citizen of the United States?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?					
Have you ever been convicted of a felony?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						
If yes, explain:											

Education									
High School:					Address:				
From:		To:		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
College:					Address:				
From:		To:		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
Other:					Address:				
From:		To:		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	

References									
<i>Please list three professional references.</i>									
Full Name:					Relationship:				
Company:					Phone: ()				
Address:									
Full Name:					Relationship:				
Company:					Phone: ()				
Address:									
Full Name:					Relationship:				
Company:					Phone: ()				
Address:									

Previous Employment

Company:				Phone:	()
Address:				Supervisor:	
Job Title:					
Responsibilities:					
From:		To:		Reason for Leaving:	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company:				Phone:	()
Address:				Supervisor:	
Job Title:					
Responsibilities:					
From:		To:		Reason for Leaving:	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company:				Phone:	()
Address:				Supervisor:	
Job Title:					
Responsibilities:					
From:		To:		Reason for Leaving:	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Other Training / Pertinent Experience

--	--	--	--	--	--

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in the termination of my employment..

Signature:				Date:	
------------	--	--	--	-------	--

Application Questions

1. Are you currently an active member of a local church? If so, which one?
May we contact your church/pastoral staff for a reference?
2. What strengths will you bring to the position you are applying for?
3. What are your weaknesses?
4. Why do you desire to work with children?
5. What do you consider appropriate discipline?
6. Upon reviewing our sample curriculum, do you foresee any issues with teaching this in its entirety?
7. If you saw another staff member or volunteer hit or grab a child, what would you do?

8. Are you flexible with hours? Are you able to work a split shift?

9. How soon would you be able to start work?

10. Do you have any working restrictions?

11. What age group do you feel most comfortable working with?

12. Is there any age group that you do not feel comfortable working with?

13. How would you handle an irate parent?

14. Is there any other information you would like to share?