



## Employment Application

Carroll Child Care and Learning Center is an equal opportunity employer and considers all applications for employment without regards to race, color, religion, ancestry or natural origin, sex, age, marital status, sexual orientation, disability, veteran status or any other legally protected status. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodations in the application process, he or she should contact a company representative.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**AT – WILL Employment**

*The relationship between you and Carroll Child Care and Learning Center is referred to as “employment at will”. This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Carroll Child Care and Learning Center*

*No representative of Carroll Child Care and Learning Center has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will”, and that you acknowledge that no oral or written statement or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Director/Board Chair.*

**Disclaimer and Signature**

1. *I understand that as a condition of any offer of employment, I am required by federal law to produce documentary evidence of my identity and authorization to work in the United States and that this documentation must be submitted to CCCLC within three calendar days from my first day of work. Failure to produce this information within three calendar days will result in the termination of my employment. This process is known as the I-9 process.*
2. *If I am hired, I understand CCCLC retains, consistent with applicable law, all rights and privileges to hire, transfer, terminate and adjust staffing as deemed in its best interest.*
3. *I understand that any offer of employment is contingent on my passing a criminal background check; receipt of satisfactory references; and my ability to produce the required I-9 documentation.*
4. *I understand that if hired, my employment with CCCLC is an at-will relationship and that employment can be terminated at any time by either party; that if I have any legal issue with the Company I must file all charges within a six month statute of limitations; upon leaving employment. I will not make any disparaging comments concerning the company and I will maintain confidentiality pertaining to all company information.*

I acknowledge that I reviewed Paragraphs 1-4 above. I certify that my answers are true and complete to the best of my knowledge. I understand that any false answers, statements, omissions or misrepresentation made by me on this employment application will be sufficient grounds to either rescind an offer of employment or terminate my employment with CCCLC; any employment offer made to me is contingent upon verification of the information I have provided on this employment application.

***Under Department of Labor regulations, an employer may not require or demand as a contingent of employment, prospective employment, or continued employment, that an individual submit to or take a Lie Detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not to exceed \$100.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_