



# Minnieland Private Day School, Inc.

Educational Child Care Centers  
"Learning in a Loving Environment"

## Application for Employment

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

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by the law. Minnieland is an Equal Opportunity Employer.

### POSITION APPLIED FOR

Full Time  Part Time

Expected Salary per hour

Expected Salary per year

### PERSONAL DATA

Name (last, first, middle)

Social Security Number

Address

City

State

Zip Code

Home phone ( )

Business Phone ( )

Are you at least 18 years of age? Yes  No

Date you are available to start work?

If requesting part time, list days and hours available

Have you worked for us before?

In what position?

When?

Where?

### EDUCATION

1. Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12

Name and location of high school

Year graduated

2. If you did not complete high school, do you have a high school equivalency diploma? Yes  No  Date Received

3. Circle number of years of education past high school 1 2 3 4 5 6 7

Name and location of School/College/University

Dates attended

Hours Degree received

Specialty

Minor

4. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date.

First Aid Certification Yes  No  Expiration Date

CPR Certification Yes  No  Expiration Date

# Application for Employment

## **EXPERIENCE**

Starting with your most recent job, describe all paid and military positions. Use additional pages if necessary.

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1. Job Title	Salary
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Employer

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Address

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Phone (    )

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Type of business

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Immediate supervisor

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Dates of employment (From)	(To)	Full time	Part time	Hours per week
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Job Duties

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May we contact employer for a reference?	Yes	No
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2. Job Title	Salary
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Employer

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Address

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Phone (    )

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Type of business

---

Immediate supervisor

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Dates of employment (From)	(To)	Full time	Part time	Hours per week
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Job Duties

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May we contact employer for a reference?	Yes	No
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3. Job Title	Salary
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Employer

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Address

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Phone (    )

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Type of business

---

Immediate supervisor

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Dates of employment (From)	(To)	Full time	Part time	Hours per week
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Job Duties

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May we contact employer for a reference?	Yes	No
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# Application for Employment

## EXPERIENCE (continued)

4. In narrative form, describe your special skills, talents, volunteer work or training that would help us evaluate your application.

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## REFERENCES

List names, addresses, and relationships to you of three people (not related to you) whom we may contact for information about your qualifications.

1. Name/Title

Company

Work phone (     )

Address

City

State

Zip code

Relationship to you

2. Name/Title

Company

Work phone (     )

Address

City

State

Zip code

Relationship to you

3. Name/Title

Company

Work phone (     )

Address

City

State

Zip code

Relationship to you

MISCELLANEOUS DATA

- 1. Have you ever been convicted of an offense (excluding minor traffic violations)? Yes No
2. If you are hired, you will be required to have a criminal records background check. Is this acceptable to you? Yes No
3. Is there anything that would interfere with your ability to successfully perform the duties of this position? Yes No

If yes, please specify:

4. List person to be contacted in case of emergency: Name

Address

Phone

SWORN DISCLOSURE STATEMENT

1. Have you ever been convicted of or are you the subject of pending charges for any of the following offenses: Murder; malicious wounding by mob; abduction; abduction for immoral purposes; assault and bodily wounding; robbery; car jacking; extortion by threat; any felony stalking violation; sexual assault; arson; burglary; any felony violation relating to possession or distribution of drugs; drive by shooting; use of a machine gun in a crime of violence; aggressive use of a machine gun; use of sawed-off shotgun in a crime of violence; pandering ; crimes against nature involving children; incest; taking indecent liberties with children; abuse and neglect of children, including failing to secure medical attention for an injured child; obscenity offenses; possession of child pornography; electronic facilitation of pornography; abuse and neglect of incapacitated adults; employing or permitting a minor to assist in an act constituting an obscenity or related offense; delivery of drugs to prisoners; escape from jail; felonies by prisoners, within the Commonwealth or any equivalent offense outside the Commonwealth?

Yes (Convicted) Yes (Pending) No

If yes, specify crime(s):

2. Have you been convicted of or are you the subject of pending charges for any other felony in the five years prior to the application date for licensure, registration, employment, or approval?

Yes (Convicted) Yes (Pending) No

If yes, specify crime(s):

3. Have you ever been the subject of a founded complaint of child abuse or neglect within or outside the Commonwealth?

Yes No

I hearby affirm that the above information is true and complete to the best of my knowledge. I understand that it may be subject to verification. Should I be employed by Minnieland, any misrepresentation or false statement made on this application may be considered cause for possible dismissal. Minnieland has my permission to obtain all necessary information from the references I have listed concerning my prior employment. I release all parties from any possible damages resulting from disclosing such information with or without prior written notice from me.

If hired, I understand this application is considered a contract. In the Commonwealth of Virginia, I am considered an at will employee and may be terminated by Minnieland Private Day School, Inc. at any time.

Applicant's Signature Date: (This application is valid for 60 days)

FOR OFFICE USE ONLY

Accepted for employment: Yes No Position Starting rate: \$ per hour Starting date;

Interviewed by: Date:

Approved for hire by: Date: