



MileStone Lane Westerville

APPLICATION FOR EMPLOYMENT

MileStone Lane Westerville is an Equal Employment Opportunity employer. It is the philosophy, intent, and commitment of MileStone Lane Westerville to adhere to a policy of equal employment opportunities for all applicants and employees without regard to race, sex, religion, creed, color, national origin, citizenship, ancestry, physical or mental disability, medical condition, pregnancy, marital status, sexual orientation, gender identity or expression, genetic characteristics, veteran’s status, age or any other status protected by law.

When completing this application, do not leave any questions blank. Do not substitute “see resume” for any requested information. Complete one application for every job for which you are applying.

THIS APPLICATION WILL REMAIN ACTIVE FOR THREE (3) MONTHS UPON SIGNING.

PERSONAL DATA	
Last Name	First Middle Date
Street Address	Home Phone
City, State, Zip	Social Security No.
Position Desired	
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?	Are you available to work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	If necessary, are you available to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been investigated by Child Protective Services, State Licensing, or any other comparable entity regarding your ability to work with children? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	Have you ever been convicted of a felony or misdemeanor in the last 7 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain

<p>How did you hear of MileStone Lane?</p>	<p>NOTE: A conviction will not necessarily be a bar to employment. Factors such as date, nature and number of offense, age at the time of offense and rehabilitation will be considered.</p>
<p>Are you able to attend evening/weekend staff meetings?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

EDUCATION

Name, Address and Phone	High School				College/ University				Graduate/ Professional			
	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed												
Diploma/ Degree												
Course of Study												
Honors Received												

Degree of educational achievement is considered in the hiring process only to the extent that specific educational achievement is a requirement for performing the job.

SPECIAL SKILLS AND TRAINING

<p>Have you been employed in a licensed day care center before?</p>
<p>Do you have any other advanced training, continuing education or special study experience that you think would be helpful in the position for which you are applying? If so, please list:</p>

REFERENCES

PLEASE PRINT LEGIBLY

Name	Relationship	Years Known	Phone No.

EMPLOYMENT HISTORY (List most recent employer first)

May we contact your current employer? Yes No

Employer Name:	Phone No:
Address:	Employed (mm/yy) From: _____ To: _____
Name and Title of Supervisor:	Reason for leaving:
Job Title and Description:	

Employer Name:	Phone No:
Address:	Employed (mm/yy) From: _____ To: _____
Name and Title of Supervisor:	Reason for leaving:
Job Title and Description:	

Employer Name:	Phone No:
Address:	Employed (mm/yy) From: _____ To: _____
Name and Title of Supervisor:	Reason for leaving:

PLEASE PRINT LEGIBLY

Job Title and Description:	
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Were you ever terminated or forced to resign from any position? Yes No If yes, please explain:

Applicant's Disclosures – Please read the following statements carefully prior to signing this application. Only applications that are signed and dated are considered valid.

As part of the application process MileStone Lane Westerville may investigate matters such as an applicant's credit standing, character, general reputation and personal characteristics. A criminal background check will be obtained through federal, state, and/or local law enforcement agencies.

By signing this application, I authorize MileStone Lane Westerville to contact all of my employment and personal references and to investigate and obtain copies of any records from former employers, educational institutes and any government or law enforcement agencies.

If required by MileStone Lane Westerville I hereby consent to having a physical and/or medical examination(s) and/or test(s) conducted by a physician as required by state and local child care agencies. I also agree that should I be employed I consent to having the results of any such physical examination(s) and/or test(s) released to MileStone Lane Westerville. I understand that an offer of employment may be conditional upon the results of the examination(s) and/or test(s).

CERTIFICATION OF TRUTH AND ACCURACY – I have read and fully understand all the questions asked in this application. I certify that all answers given by me are true, accurate, and complete. I also understand that the omission, falsification or misrepresentation of any fact from this application or certifications I submit, or during any interview, will be cause for denial of application, withdrawal of offer or immediate dismissal.

IF HIRED, I UNDERSTAND THAT I AM BY LAW A MANDATED REPORT. I WILL IMMEDIATELY REPORT ANY SIGNS OF ABUSE OR NEGLECT TO THE STATE CHILD CARE AGENCY AND/OR LAW ENFORCEMENT AUTHORITIES.

Applicant's Signature

Date