

# Application for Employment

New Discovery Early Childhood Center, Inc.  
180 Lawrence Road  
Kings Park, New York 11754  
(631) 544-0830

Office Only:  
Interview Date: \_\_\_\_\_  
Time \_\_\_\_\_ With \_\_\_\_\_

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

## PLEASE PRINT

Date of Application	Position(s) Applied For?	Rate of Hourly Pay Expected \$
How Did You Learn About Us?		

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Home Phone	Cell Phone	Alternate Phone Number	Social Security Number		

On what date will you be available for work? \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

Do you have reliable transportation?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you ever been convicted of a crime?  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_  
\_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# EDUCATION

	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
<b>School Name and Location</b>																	
<b>Years Completed</b>	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
<b>Diploma / Degree</b>																	
<b>Describe Course of Study</b>																	

**Professional certifications and dates received:** (if you are CDA or MAT certified, give dates of certification)

**Specialized training and extra curricular activities:**

**Summarize special job-related skills and qualifications acquired from employment or other experience:** (indicate if you have volunteer experience and for how long)

**List professional, trade, business or civic activities/organizations and offices held:** (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status).

## PERSONAL REFERENCES (Exclude relatives and former employers)

Name	Phone Number	Years Known
1.		
2.		
3.		

Are you physically or otherwise unable to perform the duties of the job for which you are applying?

Yes       No

# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status. If you need additional space, continue on a separate sheet of paper.

1.

<b>Name of Business</b>	<b>Name of Supervisor</b>	<b>Phone Number(s)</b>
<b>Duties Performed</b>		
<b>Job Title</b>	<b>Dates of Employment</b>	<b>Salary</b>
<b>Reason for Leaving</b>		
<b>Co-worker(s) Name for Reference (Optional)</b>		<b>Phone Number(s)</b>

2.

<b>Name of Business</b>	<b>Name of Supervisor</b>	<b>Phone Number(s)</b>
<b>Duties Performed</b>		
<b>Job Title</b>	<b>Dates of Employment</b>	<b>Salary</b>
<b>Reason for Leaving</b>		
<b>Co-worker(s) Name for Reference (Optional)</b>		<b>Phone Number(s)</b>

3.

<b>Name of Business</b>	<b>Name of Supervisor</b>	<b>Phone Number(s)</b>
<b>Duties Performed</b>		
<b>Job Title</b>	<b>Dates of Employment</b>	<b>Salary</b>
<b>Reason for Leaving</b>		
<b>Co-worker(s) Name for Reference (Optional)</b>		<b>Phone Number(s)</b>

May we contact the employers listed above?  Yes  No If not indicate below those which you do not wish us to contact:

## ADDITIONAL APPLICANT INFORMATION

Are you available to work:  Full Time  Part Time  Sub  Temporary

What hours and days are you available to work?

Occasionally, an "Application for Employment" does not summarize the total qualifications of the applicant. To assist us in finding the proper position for you in New Discovery, use the space below to describe any additional information you feel is necessary to explain your full qualifications.

## APPLICANT'S STATEMENT

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- This application for employment shall be considered active for a period of time not to exceed 3 months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
- The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.
- I have received and read the "Job Description", "Conditions of Employment", and "General Requirements and Policy".
- I understand that should I be subsequently employed by New Discovery, I have the right to terminate my employment at any time and New Discovery may at its discretion terminate my employment at any time with or without prior notice.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE:

Remarks:

All references checked?  Yes  No

Call for Employment?  Yes  No Date Called \_\_\_\_\_ Date to Start \_\_\_\_\_

Days	Hours	Room	Position
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Accepted Position?  Yes  No \_\_\_\_\_

Hired?  Yes  No Date \_\_\_\_\_