

Education

	Name & Address of school	Course of Study	Hours Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

If hired, can you submit proof that you are at least 18 years-old and have a GED or high school diploma?

Yes _____ No _____

Legal Information

NOTE: Criminal history checks are done on all employees. *

Do you currently have any misdemeanor or felony charges pending?

Yes _____ No _____

Have you ever been convicted of a crime, other than minor traffic violations, including deferred adjudication?

Yes _____ No _____

If so, when? _____

Have you ever been convicted of a felony or misdemeanor classified as an Offense Against a Person or Family or of Public Indecency?

Yes _____ No _____

If so, when? _____

Have you ever been convicted of a violation of the Texas Controlled Substances Act?

Yes _____ No _____

If so, when? _____

Do you have any criminal charges classified as an Offense Against A Person, Family, or of Public Indecency or relating to the Texas Controlled Substances Act?

Yes _____ No _____

*Certain offenses may not disqualify you from employment.

References

List two people, unrelated to you, that have known you for at least one year, and that would complete a written reference form. These must be people who have not been previous supervisors.

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Please give the name of the person to be notified in case of emergency.

Name _____ Address _____ Phone _____

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, disabilities or other protected status.

All jobs held within the last ten (10) years must be listed.

1.	Employer	Dates Employed	Work performed
	Address		
	Telephone Number(s)	Final Hourly Rate	Reason for Leaving
	Job Title	Supervisor	

2.	Employer	Dates Employed	Work performed
	Address		
	Telephone Number(s)	Final Hourly Rate	Reason for Leaving
	Job Title	Supervisor	

3.	Employer	Dates Employed	Work performed
	Address		
	Telephone Number(s)	Final Hourly Rate	Reason for Leaving
	Job Title	Supervisor	

**If you need additional space please continue on a separate sheet of paper.

Have you ever been disciplined or fired from another job? Yes _____ No _____
 If so, explain. _____

Can you submit proof that you are a U.S. citizen, or that you have a legal right to remain permanently in the U.S.? Yes _____ No _____

Qualification Information

If applying for any of the following positions:

Teacher
Assistant Director

Teachers Assistant

Cook
Director

Maintenance
Administrative Assistant

Please answer questions A through G.

Are you physically able to perform the following tasks?

- | | | |
|---|-----------|----------|
| A. Bend or stoop | Yes _____ | No _____ |
| B. Be on feet for long periods of time | Yes _____ | No _____ |
| C. Stretch/reach above head | Yes _____ | No _____ |
| D. Tie shoes; buckle small buckles; button buttons | Yes _____ | No _____ |
| E. Pick up small items | Yes _____ | No _____ |
| F. Lift a forty (40) pound child | Yes _____ | No _____ |
| G. Work in noisy surroundings | Yes _____ | No _____ |
| H. Run or walk quickly on all surfaces including gravel | Yes _____ | No _____ |
| I. Get down and up off the floor | Yes _____ | No _____ |

If you answered no to any of A through G please explain _____

Equal Opportunity and Affirmative Action

ELC will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, physical or mental disability, Vietnam Era or Special Disabled Veteran Status. ELC will take affirmative action to insure that applicants are employed, and that employees are treated equitably during employment without regard to their race, color, religion, sex, national origin, age physical or mental disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rate of pay or other forms of compensation; and selection for hiring.

ELC will administer an affirmative action program with realistic, results-oriented procedures which will insure that conditions of recruitment, compensation and advancement are consistent, fair and equitable for all persons. A commitment is hereby made to implement employment practices that will further the principles of the affirmative action program and ultimately of the employment process. Furthermore, all levels of supervisory personnel will be expected to assume the responsibility for carefully analyzing their respective employment practices to insure the agency's compliance with the affirmative action program.

Any misstatements, false information, or omissions of material facts in this application will be cause for dismissal. If hired, I understand that I will be a temporary employee until ELC receives all required documents including; GED, diploma or college transcripts and results of a criminal history check.

I certify that the information in this application is true, correct and complete. I authorize Early Learning Centers of Lubbock to contact prior employers to obtain any and all information related to my past work performance. Employment is at the will of the Employer. I understand that my application will be kept on active file for 90 days. I understand that if hired my employment is for no definite period and may be terminated at any time without prior notice.

Signature

Date