

# Smart Start Academy

## Application For Employment

### Personal Background

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Position Applying For \_\_\_\_\_ Salary Desired \_\_\_\_\_

How did you hear about Smart Start Academy? \_\_\_\_\_

Person to contact in case of emergency \_\_\_\_\_ Ph # \_\_\_\_\_

Days Available for work (circle): M Tu W Th F Hours Available: \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Y N

Have you ever been convicted of a felony? Y N

If Yes, explain: \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying Y N

### Educational Background

Circle highest level of education completed: GED 8 9 10 11 12 13 14 15 16

Name of highest-level school attended: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

Check off courses completed in Early Childhood Education:

Administration \_\_\_\_\_ Supervision \_\_\_\_\_ Child Development \_\_\_\_\_

Child Family & Community \_\_\_\_\_ Curriculum \_\_\_\_\_ ECE Electives \_\_\_\_\_

Total # of Units Completed in Early Childhood \_\_\_\_\_

Transcripts Attached: Y N Resume Attached: Y N

# Employment Experience

List the last 5 years of employment, beginning with your present or most recent job

Current or Most Recent Employer:	
Address:	
Phone: (    )	
Job Title:	Dates Employed:
Supervisor Name:	May we contact?
Describe your responsibilities:	
Reason for leaving:	
Employer:	
Address:	
Phone: (    )	
Job Title:	Dates Employed:
Supervisor Name:	May we contact?
Describe your responsibilities:	
Reason for leaving:	
Employer:	
Address:	
Phone: (    )	
Job Title:	Dates Employed:
Supervisor Name:	May we contact?
Describe your responsibilities:	
Reason for leaving:	

# Professional References

List Supervisors, Co-Workers, Instructors, etc. Do not list relatives or friends.

Name	Occupation	Phone	Relationship	Years Known
		(   )		
		(   )		
		(   )		
		(   )		

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. Further, I authorize the references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employees and all other persons, corporations, partnerships and associations from all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview that may be granted, or during my employment, if hired, is intended to create an employment contract between the Company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and is at-will, which means it may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the President of the Company.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

Smart Start Academy considers applicants for all positions without regard to race, color, age, religion, creed, physical or mental disability, gender, national origin, marital status, sexual orientation or any other legal status.

**Smart Start Academy**  
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**(760) 247-1029    (760)247-1218 FAX**