

## OUR SAVIOR'S EARLY LEARNING CENTER

800 Bluff St Ne

Hutchinson MN 55350

320-587-3318

### Application for Employment

Position applied for: \_\_\_\_\_

How did you hear about us? Please circle one:

Advertisement	Friend
	Name
Employment Agency	
Newspaper	Relative
	Name
Other (Please list)	

Last Name	First Name	Middle Name
Address: Number	Street	City
		State
		Zip Code
Primary Telephone Number		Alternate Phone Number (If applicable)
Email		Best time to call

If you are under 18 years of age, can you provide required proof of your eligibility to work?	Yes	No
Have you ever filled out an application with us before? If yes, give date:	Yes	No
Have you ever been employed with us before? If yes, list dates:	Yes	No
Do any of your friends or relatives work here? If yes, state name and relationship:	Yes	No
Name _____ Relationship _____		
Are you currently employed? If yes, where?	Yes	No
May we contact your present employer?	Yes	No
Are you prevented from lawfully being employed in this country due to VISA or immigration status?	Yes	No
Date available to start	Desired beginning salary	
Desired number of hours per week:		
Full time _____ (31 or more hours)	Regular part-time _____ (20-30 hours)	Part-time _____ (less than 20)

**Education (or Attach Resume)**

<b>School</b>	<b>Name &amp; Address</b>	<b>Course of Study</b>	<b>Years Completed</b>	<b>Diploma/Degree</b>
<b>High School</b>				
<b>Undergraduate College</b>				
<b>Graduate/Professional</b>				
<b>Other (Specify)</b>				

**Volunteer Experience**

<b>Position</b>	<b>Dates</b>
<b>Duties</b>	
<b>Organization</b>	

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Please circle Yes or No

<b>Net Study 2.0 background check complete?</b>	<b>Yes</b>	<b>No</b>
<b>Do you have an account with Develop?</b>	<b>Yes</b>	<b>No</b>

**Employment History (or Attach Resume)**

<b>Employer</b>	<b>Dates Employed</b>	<b>Duties</b>
<b>Supervisor</b>	From _____ To _____	
<b>Address</b>		
<b>Job Title</b>	<b>Hourly Rate/Salary: Beginning _____ Ending _____</b>	
<b>Contact Phone Number</b>		
<b>Reason for leaving</b>		

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<b>Contact Phone Number</b>		
<b>Reason for leaving</b>		

**Professional References** (Do not include family members. References should be able to speak knowledgeably about your work abilities and experiences.)

<b>Name</b>	<b>Phone Number</b>	<b>Best time to call</b>	<b>Occupation</b>

**Additional Information**

**Specific, job-related skills, experiences and education that may add benefit to your hiring status:**

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**DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities in such a job or occupation has been given.

**YES**

**NO**

**Applicant's Statement**

I certify that answers given herein are true and complete.

I authorize the investigation of all state 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 not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether applications are being accepted at that time.

I hereby acknowledge and understand that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

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**Signature of Applicant**

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**Date**