



APPLETREE
CHILDREN'S CENTERS
www.appletreechildren.org

Employment Application

Apple Tree Children's Centers, Inc. owns and operates four childcare centers. Circle each location that you would like to send this application should it be there are no openings at this center.

Apple Tree West
43rd and Kuehn Park Rd.

Apple Tree East
3309 E. 26th St

Apple Tree – Valhalla
4101 Valhalla Blvd

Apple Tree – North
700 N. Sycamore

Date: _____

PERSONAL INFORMATION

Name: _____ SSN: _____

Last

First

MI

Present Address: _____

Telephone: () _____ - _____ Daytime Phone: () _____ - _____ Cell: () _____ - _____

Position(s) Wanted: _____ Full Time or Part Time (circle one)

Date Available: _____ Salary Expectations: _____

Have you ever been convicted of a felony? Yes or No (circle)

If yes, date of conviction and please explain: _____

Have you been employed with this company before? Yes or No (circle)

If yes, please explain: _____

In case of emergency, notify: _____

Name

Address

Telephone #

Employee who referred me _____

Driver's Lic. #: _____ State: _____ Expiration Date: _____

Restrictions: _____ List Traffic Violations (date, type): _____

EDUCATION

Year Completed: 8 9 10 11 12 13 14 15 16 GED? Yes or No (circle)

Name of High School: _____ High School Diploma? Yes or No (circle)

Name of College: _____ Major: _____ Diploma? Yes or No

Expected Graduation Date: _____

EXPERIENCE WITH CHILDREN

Please check all that apply: Teaching – age(s) _____ or grade(s) _____

Work in Childcare Center or comparable group. Explain: _____

Care for children other than in your own home. Number of Children: _____ Age(s): _____

Other experience with children. Describe: _____

Work Experience (Begin with most recent)

1. Company Name: _____ Telephone: () ____ - ____
Address: _____ Employed From ___/___ to ___/___
Supervisor: _____ Salary to start: _____ end: _____ Job Title: _____
Work Performed: _____

2. Company Name: _____ Telephone: () ____ - ____
Address: _____ Employed From ___/___ to ___/___
Supervisor: _____ Salary to start: _____ end: _____ Job Title: _____
Work Performed: _____

3. Company Name: _____ Telephone: () ____ - ____
Address: _____ Employed From ___/___ to ___/___
Supervisor: _____ Salary to start: _____ end: _____ Job Title: _____
Work Performed: _____

4. Company Name: _____ Telephone: () ____ - ____
Address: _____ Employed From ___/___ to ___/___
Supervisor: _____ Salary to start: _____ end: _____ Job Title: _____
Work Performed: _____

Personal References

Type of Reference

Name: _____ Occupation: _____ Personal or Work
Address: _____ Telephone: _____ Cell _____
Email Address _____

Name: _____ Occupation: _____ Personal or Work
Address: _____ Telephone: _____ Cell _____
Email Address _____

Name: _____ Occupation: _____ Personal or Work
Address: _____ Telephone: _____ Cell _____
Email Address _____

Name: _____ Occupation: _____ Personal or Work
Address: _____ Telephone: _____ Cell _____
Email Address _____

Applicant's Certification and Agreement

Please read carefully

You are hereby authorized to check any and all references and other information I have provided. I understand by allowing you to check this information I hold harmless you and all persons providing you information. I understand you demand honesty from all employees and dishonesty is grounds for discharge. All information I have given on this application is correct to the best of my knowledge, and I understand that if I falsify information on this application I will be subject to immediate discharge upon its discovery. I understand that employment with the company is at-will and may be terminated by either party without notice for any reason. I understand that, if hired, I will be required to provide evidence of identity and work authorization or citizen status.

Applicant Signature

Date

Other

An application cannot always summarize your background thoroughly, please write in the space below any information necessary to describe your full qualifications

I have never been convicted by any law in any state of lascivious acts with a child, child neglect or child abuse, nor have any accusations of such acts been founded against me.

It is the policy of Apple Tree Children's Center Inc. not to employ any individuals with any founded or convicted acts of child abuse, child neglect or lascivious acts against a child. Should records show that such is your case, South Dakota State licensing standards will require your immediate dismissal.

I have read the above policies, understand their implications and agree to abide by the policies set forth.

Applicant Signature

Date

Office use only

Interviewers Comments: _____

Interviewer's Signature

Date