



STEPS FOR COMPLETING AND PRINTING THE PDF EMPLOYMENT APPLICATION FORM

Young Rembrandts

You will need the FREE Adobe Acrobat Reader® software (Version 7.0 or newer) to electronically fill out this employment application. If you do not have the free reader software, you can download it by clicking the following link:

<http://www.adobe.com/products/acrobat/readstep2.html>

Computers aren't your thing? Okay, just print this form, fill it out in ink and bring it with you to your interview or mail it to the address provided in step 3 as appropriate.

1. **Completing the Form Electronically**

- You may fill out the form on the screen. Put your cursor in the first box and use the tab key to move from box to box. (You will need to use your mouse to click on checkboxes.)
- **You will not be able to spell-check or save forms.** The Application will need to be filled out in one session. Make sure you have all needed information before beginning. If you are unable to finish the document in a single session, **DO NOT CLOSE THE DOCUMENT.** You will lose all information entered. The Application must be minimized or left open with your computer turned on.
- When complete, check the form for errors and then print it following the instructions below.

2. **Print the Application**

- Print the Employment Application form on your local printer. (For best results, print from within Adobe Acrobat®.)
- Sign where required.

3. **Mail (or Bring to Interview)** the completed and signed Employment Application to:

Young Rembrandts
P.O. Box 910
North Olmsted, OH 44070

4. **Call Our Office** at (440) 979-1278, if you have any questions about completing the Employment Application form.



AFFIRMATIVE ACTION STATEMENT

Young Rembrandts is an equal employment opportunity employer. All applicants will be considered without regard to race, age, color, national origin, religion, sex, disability, or other protected status in accordance with applicable federal, state, and local equal employment opportunity laws.

Young Rembrandts

APPLICANT'S NAME

DATE

POSITION(S) APPLIED FOR

REFERRAL SOURCE

- NEWSPAPER ADVERTISEMENT
 INTERNET ADVERTISEMENT
 FLYER
 SCHOOL
 EMPLOYEE
 RELATIVE
 YOUNG REMBRANDTS' WEBSITE
 OTHER

NAME OF SOURCE

The following information is being provided for recordkeeping purposes only. Your cooperation in providing this information is strictly voluntary. This page, and the information you do provide on this page, will be kept confidential and will not become a part of your employment application or your permanent personnel file. If you choose not to provide the information, you will not be subject to any adverse treatment. You should know that Young Rembrandts is required to maintain records concerning gender, racial and ethnic compositions of its workforce and applicants for employment and that, should you choose not to respond to the following request for information, information necessary for recordkeeping purposes will be gathered by visual identification. If you choose not to respond to the following request for information, please check "NO" at this point: NO

<p>Check One:</p> <p><input type="checkbox"/> MALE</p> <p><input type="checkbox"/> FEMALE</p>	<p>Check one of the following race ethnic groups:</p> <p> <input type="checkbox"/> HISPANIC <input type="checkbox"/> WHITE <input type="checkbox"/> AMERICAN INDIAN <input type="checkbox"/> PACIFIC ISLANDER <input type="checkbox"/> BLACK <input type="checkbox"/> ASIAN <input type="checkbox"/> ALASKAN NATIVE <input type="checkbox"/> FILIPINO </p>
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PERSONAL

APPLICANT'S NAME (if filling out in ink, please print)

DATE

LAST, FIRST, MIDDLE NAME

TELEPHONE NUMBER (Include area code)

PRESENT ADDRESS OF RESIDENCE (Street, City, State, Zip Code)

DATES OF RESIDENCE

 TO PRESENT

List other addresses for the last 7 years. If additional space is needed, use "COMMENTS" section at bottom of page.

PREVIOUS ADDRESS OF RESIDENCE (Street, City, State, Zip Code)

DATES OF RESIDENCE

 TO

PREVIOUS ADDRESS OF RESIDENCE (Street, City, State, Zip Code)

DATES OF RESIDENCE

 TO

PREVIOUS ADDRESS OF RESIDENCE (Street, City, State, Zip Code)

DATES OF RESIDENCE

 TO

SOCIAL SECURITY NUMBER

POSITION(S) APPLIED FOR

DATE AVAILABLE FOR EMPLOYMENT

Is any additional information relative to change of name, use of assumed name, or nickname necessary to check on your work record? YES If yes, please explain. NO

Were you ever employed by Young Rembrandts? YES Under what name? What location? NO

Do you plan to work elsewhere in addition to part-time work at our company? YES If yes, where employed? NO

Are you at least 18 yrs. of age? YES NO

Do you currently have any relatives working for Young Rembrandts? YES If yes, name of relative. NO

Can you, after employment, submit verification of your legal right to work in the U.S.? YES NO

Are you subject to any employment or non-compete agreements which could restrict your employment with Young Rembrandts? YES NO

Have you ever been convicted of a felony? YES If yes, what is the nature of the conviction? NO

Responding to this question will not automatically exclude you from consideration for the position for which you are applying.

I understand that this is limited part-time employment (employment is based on enrollment of children in the program). YES NO

For which schedules are you available? (Check all that apply)

MORNINGS: 8AM - 1PM							AFTERNOONS: 1PM - 5PM							EVENINGS: 3PM - 8PM											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU					

UNITED STATES MILITARY RECORD

BRANCH OF U.S. SERVICE

FINAL RANK

SERVICE NUMBER

SERVICE SCHOOLS OR SPECIAL EXPERIENCE

SELECTIVE SERVICE NUMBER, CLASSIFICATION AND DATE

RESERVE OR NATIONAL GUARD STATUS

COMMENTS

EDUCATION

NAME OF HIGH SCHOOL

LOCATION OF HIGH SCHOOL

DID YOU GRADUATE?

YES NO GED or Equivalent

Select Number of Years Attended

1	2	3	4	1	2	3	4	1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	TRADE SCHOOL	COLLEGE	GRADUATE SCHOOL
NAME OF SCHOOL AND LOCATION			
DATES OF ATTENDANCE			
TYPE OF DIPLOMA/DEGREE			
APPROXIMATE GRADE OR CLASS STANDING			
MAJOR AND MINOR STUDIES			
OFFICES, HONORS, AND AWARDS			
EXTRACURRICULAR ACTIVITIES			

List any additional degrees in the "COMMENTS" section at bottom of section.

Are you currently pursuing a degree? YES NO

SCHOOL ATTENDING

ESTIMATED COMPLETION DATE

TYPE OF DEGREE

MAJOR

MINOR

PLEASE IDENTIFY COMPUTER SOFTWARE YOU ARE FAMILIAR WITH (E.G. MICROSOFT OFFICE, QUICKBOOKS, ACCESS, WORDPERFECT, PAGEMAKER, PHOTOSHOP)

ADDITIONAL SKILLS OR EDUCATION

COMMENTS

REFERENCES

List 3 **non-relatives** who are familiar with your qualifications and actual work history and ability.

NAME	OCCUPATION/RELATIONSHIP	YEARS KNOWN	TELEPHONE NUMBER <i>(Include area code)</i>

PREVIOUS WORK EXPERIENCE

Start with Most Recent - A RESUME IS NOT A SUBSTITUTE FOR COMPLETING THIS SECTION OF THE APPLICATION.

NAME OF EMPLOYER

TELEPHONE NUMBER (Include area code)

TYPE OF BUSINESS

ADDRESS (Street, City, State, Zip Code)

SALARY

NAME OF LAST IMMEDIATE SUPERVISOR

SUPERVISOR'S TITLE

START DATE (Month/Year)

STARTING JOB TITLE

SUPERVISOR'S TELEPHONE NUMBER

END DATE (Month/Year)

ENDING JOB TITLE

HOURS PER WEEK

REASON FOR SEPARATION

DUTIES

NAME OF EMPLOYER

TELEPHONE NUMBER (Include area code)

TYPE OF BUSINESS

ADDRESS (Street, City, State, Zip Code)

SALARY

NAME OF LAST IMMEDIATE SUPERVISOR

SUPERVISOR'S TITLE

START DATE (Month/Year)

STARTING JOB TITLE

SUPERVISOR'S TELEPHONE NUMBER

END DATE (Month/Year)

ENDING JOB TITLE

HOURS PER WEEK

REASON FOR SEPARATION

DUTIES

NAME OF EMPLOYER	TELEPHONE NUMBER <i>(Include area code)</i>	TYPE OF BUSINESS
<input type="text"/>	<input type="text"/>	<input type="text"/>

ADDRESS *(Street, City, State, Zip Code)*

SALARY	NAME OF LAST IMMEDIATE SUPERVISOR	SUPERVISOR'S TITLE
<input type="text"/>	<input type="text"/>	<input type="text"/>

START DATE <i>(Month/Year)</i>	STARTING JOB TITLE	SUPERVISOR'S TELEPHONE NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>

END DATE <i>(Month/Year)</i>	ENDING JOB TITLE	HOURS PER WEEK
<input type="text"/>	<input type="text"/>	<input type="text"/>

REASON FOR SEPARATION

DUTIES

PRE-EMPLOYMENT STATEMENT

I hereby voluntarily give Young Rembrandts the right to make a thorough investigation of my background, and agree to cooperate in such investigation. This investigation typically concerns information on my character, general reputation, personal characteristics and any activity as each of those relate to the position for which I am applying, and may include interviews with references, or others.

I hereby authorize all persons, investigative agencies, business organizations, schools, companies, credit bureaus, and law enforcement agencies to supply Young Rembrandts and/or its agents any information concerning my background, past performance, or suitability for employment. I further authorize Young Rembrandts, its personnel, and/or agents to conduct and interpret interview procedures they believe appropriate.

I hereby waive all rights to bring an action for defamation, invasion of privacy or any similar cause against Young Rembrandts, its personnel, and/or agents as a result of this investigation of my background and the interview procedures conducted.

I hereby acknowledge that part or all of the information which I have supplied will be checked and that any false statement or omission of facts in connection with this application may result in 1) no offer of employment, or 2) dismissal from the Company if already employed.

I hereby consent to taking physical examinations as may be required by the Company. I agree to participate in a drug test to detect the use of illegal drugs prior to and/or during employment. I agree that if employed by Young Rembrandts, I will not buy, sell, accept as a gift, experiment with, use, possess, or otherwise be involved with illegal drugs or non-prescribed drugs while conducting Company business or on the premises where the Company conducts business.

I understand that Young Rembrandts, including its subsidiaries and affiliates, reserves the right to change, amend, or terminate its existing policies, benefits, rules and regulations with or without notice. If employed, I hereby agree to familiarize myself with all rules and regulations of the Company as they presently exist or are later modified.

I understand that nothing in the Employment Application form, Company policy manual, or any other document I have received from Young Rembrandts, except a document expressly titled "employment contract" if applicable; and no oral statement(s) by any Young Rembrandts associate or representative or any other document I have received from Young Rembrandts, may be considered by me as creating terms and conditions of an employment contract, either expressed or implied.

I understand that no representative of Young Rembrandts, other than the President, and then only in writing, has any authority to enter into any agreement for employment for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment.

I hereby acknowledge that if employed, I will be an **employee at-will** and my employment relationship can be terminated at any time, with or without prior notice, with or without cause; for any reason not prohibited by law at the option of either the Company or myself. All employment is continued on that basis.

I HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE:

SIGNATURE OF APPLICANT	DATE
<input type="text"/>	<input type="text"/>