

EMPLOYMENT APPLICATION

Summit Early Learning Center, Inc.

Minneapolis, MN 55405

Phone: 612-377-9011

Fax: 612-977-0168

Employee Information

Name _____ Date of Birth _____
(Last) (First) (Middle)

Address _____
(Street) (City) (Zip)

Telephone _____ Email address _____
(Home/Mobile)

Social Security # _____ Driver's License/ID # _____

General Information

Employment Desired: _____ Full Time _____ Part Time _____ Summer Help

Position Desired: _____ Hourly Rate Desired: _____

Education and Experience

High School: _____
(Name) (City/State) (Year Graduated)

OR

GED: _____
(Certifying Organization) (Completion Date)

Degree/Certificate/License – Check all that apply

Early Childhood Degree Child Development Associate (CDA) Certificate CPR First Aid

SUID/AHT Training DEVELOP Membership OSHA Training

Other skills, vocational, and technical training – Please List: _____

Employment History Please provide up to ten (10) years of employment history.					
Begin/End Date	Begin/End Salary	Employer/Address	Supervisor Name/Number	Your Title/Duties	Reason for Leaving

Offenses

1. Have you ever pled guilty, nor contest, or been convicted of any criminal offense? Yes/No

If yes, explain _____

2. Has a report of child maltreatment ever been made against you? Yes/No

If yes, explain _____

3. While employed in a child care program, have you ever been the subject of disciplinary action or been responsible for a child care facility receiving an administrative or disciplinary action? Yes/No

If yes, explain _____

Summit Early Learning Center is an Equal Opportunity Employer dedicated to hiring professionals who are energetic, motivated and possess integrity. Applicants must show they understand and are able to meet the following requirements for employment by *initialing each item below*:

- _____ High School Graduate or G.E.D recipient
- _____ United States Citizen, or legally authorized to work in the United States
- _____ Will provide Social Security Card or Birth Certificate
- _____ Will submit to drug and alcohol testing as required
- _____ Will complete an FBI criminal background check
- _____ Physically able to safely supervise young children and perform necessary job functions
- _____ Will maintain professional appearance and conduct at all times
- _____ Will provide personal and/or professional references as required

I hereby certify that all information contained in this application is true and correct. I understand that any misrepresentation, falsification, or consequential omission of information may render this application void, or if employed may result in immediate termination. I certify that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I further consent and agree to submit to any job-related medical exams or drug tests that might be required and agree to provide any information that may be needed to facilitate such tests. If references are requested, I authorize individuals the individuals and institutions named to give information regarding my employment, character, and qualification, hereby releasing them from all liability for issuing such information.

Please **print and sign** this application form and submit to:

Summit Early Learning Center, Inc.
1015 Olson Memorial Highway
Minneapolis, MN 55405

Signature of Applicant

Date