

# Hope Lutheran Early Learning Center

Application for Employment  
Date Received \_\_\_\_\_

Address:

3560 Dempsey Road  
Manhattan, KS 66502

Director: (785) 587-9400  
Church: (785) 770-9656

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Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
First Middle Last

Permanent Address \_\_\_\_\_  
Street City State Zip Code

Residence Phone Number (\_\_\_\_\_) \_\_\_\_\_ Work Phone Number (\_\_\_\_\_) \_\_\_\_\_

Best Time to Contact You at Home \_\_\_\_\_

Position Applying for \_\_\_\_\_ Date Available for Employment \_\_\_\_\_

Applying for \_\_\_\_\_ Full time position \_\_\_\_\_ Part-time position

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As a condition of employment, and in compliance with Act 289, a comprehensive Background Information Disclosure will be conducted. This will be conducted for Kansas and any other states in which you have resided.

List previous states you have resided in since you were 18 and the dates you lived there:

State \_\_\_\_\_ Dates \_\_\_\_\_ State \_\_\_\_\_ Dates \_\_\_\_\_

\*Have you been convicted of a crime within the last 10 years? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, explain:

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\*Arrest or conviction of a crime is not an automatic bar to employment. Hope Lutheran Early Learning Center will review the nature of the offense, the date of the offense, and its relevancy to the position being applied for.

# Educational History

Name/Address of School	Last Year Completed	Graduated?	Course of Study/Major/Degree
High School	9 10 11 12	Y N	
College/University <small>(attach transcripts &amp; degree)</small>	1 2 3 4 5	Y N	
Graduate/Professional <small>(attach transcripts &amp; degree)</small>	Masters/Doctorate	Y N	
Other		Y N	
CDA			

Summarize any job-related training, skills, licenses, certificates and/or other qualifications

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## Personal References

List three personal references (other than relatives) who have first-hand knowledge of your character, personality, and job-related skills:

Name \_\_\_\_\_ Profession \_\_\_\_\_

Address \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ co-worker    \_\_\_\_\_ personal friend    \_\_\_\_\_ other \_\_\_\_\_

Name \_\_\_\_\_ Profession \_\_\_\_\_

Address \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ co-worker    \_\_\_\_\_ personal friend    \_\_\_\_\_ other \_\_\_\_\_

Name \_\_\_\_\_ Profession \_\_\_\_\_

Address \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ co-worker    \_\_\_\_\_ personal friend    \_\_\_\_\_ other \_\_\_\_\_

# Employment History

Start with your present/most recent job and list all paid jobs you have held.  
Include military service. Add additional pages if necessary.

Employer \_\_\_\_\_ Location \_\_\_\_\_  
City State

Supervisor \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Beginning Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Ages of Children Supervised (if applicable) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_  
City State

Supervisor \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Beginning Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Ages of Children Supervised (if applicable) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_  
City State

Supervisor \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Beginning Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Ages of Children Supervised (if applicable) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_  
City State

Supervisor \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Beginning Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Ages of Children Supervised (if applicable) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Is there any reason why we should not contact any of the supervisors listed for a reference? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain \_\_\_\_\_

Explain any gaps in employment:

I certify that all information I have provided in order to apply for and secure work with Hope Lutheran Early Learning Center is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

Acceptance, retention, or review of this application for employment by Hope Lutheran Early Learning Center does not guarantee that an applicant will be offered a job. Any misrepresentation or willful omission of facts by the applicant on this application will constitute sufficient cause to disqualify the applicant or immediately terminate the applicant's employment, whenever it is discovered.

I also understand that if I am hired, I will be required to provide proof of 1) degree/certifications held, 2) other qualifications required, 3) identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in the regard.

**I certify that I have read, fully understand, and accept all terms of the above statement.**

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**Signature of Applicant**

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**Date**

Add by letter or resume any additional information that will give us a more complete estimate of your training, experience, character and ability. Emphasize your special preparation and training also your experience in extra curricular activities.