

APPLICATION FOR EMPLOYMENT

Scribbles & Giggles Child Care Learning Center

609 N. Verlinden Ave Lansing, MI 48915

Phone 517-482-1551

AN EQUAL OPPORTUNITY EMPLOYER

www.scribblesandgiggleschildcare.com

[E-Mail~brynn.kelley@scribblesandgiggleschildcare.com](mailto:brynn.kelley@scribblesandgiggleschildcare.com)

PLEASE PRINT

I. POSITION INFORMATION

Position applied for _____ Date of application _____

Hours available to work { } morning { } afternoon M T W T F (circle all that apply)

Type of employment desired: Full-time, Part-time, Temporary

Date available _____

II. GENERAL INFORMATION

Name _____

Address _____

City State Zip _____

Date of birth _____

Cell phone _____

Home Phone _____ Work Phone _____

Email _____

Where do you prefer to be contacted (check all preferred) cell home work email

Have you filed an application with us in the past? yes no If yes, give dates

Have you been employed by us in the past? yes no If yes, give dates

Are you legally eligible for employment in this country? yes no

Have you been convicted of a felony in the last 7 years? yes no

If yes, please explain _____

Do you possess a valid Michigan Driver's license? yes no

Do you have a vehicle available for your use on a daily basis? yes no

III. EDUCATIONAL BACKGROUND

List all college and university experiences. Include High School if relevant.

Name and location of Institution Years attended Degree/ year Major/ Minor # Credits

IV. EMPLOYMENT HISTORY

List your prior employers, assignments or volunteer activities starting with the most recent, including military experience. Explain any gaps in comment section below.

Employer _____

Dates employed _____ to _____

Address _____

Phone _____

Job title _____

Salary/ hourly rate _____

Immediate supervisor and title May we contact for reference

yes no later

Reason for leaving _____

Summarize job responsibilities _____

Employer _____

Dates employed _____ to _____

Address _____

Phone _____

Job title _____

Salary/ hourly rate _____

Immediate supervisor and title May we contact for reference

yes no later

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Summarize job responsibilities _____

Employer _____

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Job title _____

Salary/ hourly rate _____

Immediate supervisor and title

May we contact for reference

yes no later

Reason for leaving _____

Summarize job responsibilities _____

Comments _____

V. REFERENCES

List name and telephone number (including area code) of 3 business/work references that are not related to you and are not listed as your supervisor in part I.

Name Phone number Relationship/ years known

1 _____

2 _____

3 _____

VI. SKILLS AND QUALIFICATIONS

Summarize your knowledge and experience with children.

Summarize any other skills, special training, licenses and/or characteristics related to the position you are applying for:

List special accomplishments, publications, awards and such.

APPLICANT'S CONSENT Please read the following statement carefully before signing. I have voluntarily completed this application because I am interested in employment with Scribbles and Giggles Child Care Learning Center. I am at least 18 years of age. I declare and affirm that the information I have provided is to the best of my knowledge correct and complete. I agree that any misstatement(s) or omission(s) as to material facts will constitute grounds for unfavorable consideration or dismissal from employment.

I understand that this application in no way obligates Scribbles and Giggles Child Care Learning Center to hire me. I understand that if employment is offered and accepted, I will be required to

successfully complete an initial probationary period. I agree and understand that if employed, my criminal record will be checked through the Michigan Department of Public Safety and will be fingerprinted. I agree and understand that such employment is for an indefinite period and is solely on an "at-will" basis. I agree and understand that my employment may be terminated, by either Scribbles and Giggles Child Care Learning Center or myself at any time, with or without cause, and with or without notice.

I authorize my background information contained in this application be released to Scribbles and Giggles Child Care Learning Center and/or any other person, organization or institution from any and all liability that may result from any investigation into my background conducted by Scribbles and Giggles Child Care Learning Center and it's management staff.

Applicant Signature Date