

LITTLE PEOPLE DAY CARE SCHOOL OF COLUMBIA

780 CHICKIES HILL ROAD, COLUMBIA, PA 17512

PH: 717-684-4451 FAX 717-684-0700

APPLICATION FOR EMPLOYMENT

DATE OF APPLICATION _____		SOCIAL SECURITY NUMBER _____	
NAME	LAST	FIRST	MIDDLE INITIAL
ADDRESS	STREET		CITY STATE ZIP CODE
PHONE NO. _____	ARE YOU AT LEAST 18 YEAR OLD? YES _____ NO _____		

EMPLOYMENT DESIRED

POSITION _____	DATE YOU CAN START _____	INCOME DESIRED _____
FULL TIME _____	PART TIME _____	EITHER _____

EDUCATIONAL BACKGROUND

SCHOOLS ATTENDED	LOCATION	COURSE OF STUDY	GRAD. YR.	DEGREE
HIGH SCHOOL				
BUSINESS, TECHNICAL, TRADE				
COLLEGE				
GRADUATE SCHOOL				
ADDITIONAL TRAINING, CERTIFICATIONS, ETC.				
IF YOU DID NOT GRADUATE HIGH SCHOOL, WHAT WAS THE LAST GRADE YOU SUCCESSFULLY COMPLETED? _____				

PREVIOUS EMPLOYMENT (LIST LAST FOUR EMPLOYERS BEGINNING WITH MOST RECENT)

EMPLOYER	PHONE NO.	POSITION	WAGE	DATES EMPLOYED FROM: _____ TO: _____	REASON FOR LEAVING
SUPERVISOR _____	_____	_____	_____	_____	_____
EMPLOYER	PHONE NO.	POSITION	WAGE	DATES EMPLOYED FROM: _____ TO: _____	REASON FOR LEAVING
SUPERVISOR _____	_____	_____	_____	_____	_____
EMPLOYER	PHONE NO.	POSITION	WAGE	DATES EMPLOYED FROM: _____ TO: _____	REASON FOR LEAVING
SUPERVISOR _____	_____	_____	_____	_____	_____

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES _____ NO _____

INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ AND/OR WRITE _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY CRIME? YES _____ NO _____ IF YES, PLEASE EXPLAIN

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MEDICAL INFORMATION

DO YOU HAVE ANY EXISTING MEDICAL / PHYSICAL CONDITIONS OR LIMITATIONS THAT WILL INTERFERE WITH OR PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED? YES____ NO____

IF YES, WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION(S)?

IN CASE OF EMERGENCY - NOTIFY: _____

NAME	ADDRESS	PHONE NO.

REFERENCES

LIST THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	PHONE NO.	YEARS ACQUAINTED
1. _____			
2. _____			
3. _____			

ARE YOU A US CITIZEN? YES____ NO____ ARE YOU AN ALIEN WITH A VISA? YES____ NO____

READ INFORMATION BELOW

APPLICANTS MUST BE AVAILABLE FOR WORK ON ALL SHIFTS. OCCASIONAL OVERTIME IS MANDATORY.

EMPLOYEES ARE HIRED ON A PROVISIONAL BASIS DEPENDENT ON RESULTS OF REQUIRED CLEARANCES AND PHYSICIAN REPORT.

SUNRISE USA LLC DBA LITTLE PEOPLE DAY CARE SCHOOL OF COLUMBIA HIRES ONLY US CITIZENS AND ALIENS AUTHORIZED TO WORK IN THE UNITED STATES. SSB CORPORATION WILL REQUIRE ALL NEW EMPLOYEES TO COMPLETE THE DESIGNATED EMPLOYER'S VERIFICATION FORMS WHICH PROVE IDENTITY AND EMPLOYMENT AUTHORIZATION.

SUNRISE USA LLC DBA LITTLE PEOPLE DAY CARE SCHOOL OF COLUMBIA IS AN EQUAL OPPORTUNITY EMPLOYER. AS SUCH, IT ADHERES TO ALL FEDERAL, STATE AND LOCAL LAWS THAT PROHIBIT DISCRIMINATION BASED ON RACE, COLOR, SEX, AGE, RELIGION, CREED, ANCESTRY, NATIONAL ORIGIN, HANDICAP OR VETERAN STATUS.

I CERTIFY THAT I HAVE COMPLETELY AND CORRECTLY SUPPLIED ALL INFORMATION REQUESTED ON THIS APPLICATION. I AGREE THAT ANY MISREPRESENTATION OR OMISSION OF FACT(S) ON THIS APPLICATION, OR IN THE PROCESSING THEREOF, SHALL BE CAUSE FOR DISMISSAL.

SIGNATURE OF APPLICANT

DATE

DO NOT WRITE BELOW

HIRED: YES____ NO____ START DATE: WAGE: INTERVIEWED BY: DATE: