

## **APPLICATION FOR EMPLOYMENT**

If you are interested in employment with Anneewakee Academy you must first complete an employee application. All information, contacts, and references will be checked out by the management of Anneewakee Academy. A current resume is not required, but is highly recommended. You are also required to undergo a criminal background check. The results of this check must be included with your employee application prior to any interview or consideration of hire. A criminal background check can be done at your local Sheriff's Department for \$10.00. Please note that all employees hired at Anneewakee Academy will be required to be CPR and First Aid certified. Upon hiring, training classes will be offered to those needing certification. Employees will also be required to have a basic health physical, which includes a drug screening. This should be done by the employee's physician at the employee's expense.

Mail application for employment, resume, and criminal background check to:

**Anneewakee Academy  
4773 Chapel Hill Road  
Douglasville, GA 30135  
Atten: Ginny**

# Anneewakee Academy

## Employee Application

Date: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Hours Available: \_\_\_\_\_

Days Available: \_\_\_\_\_

### **Personal Information**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Pager #: \_\_\_\_\_

Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_

If you are under 18, can you submit a work permit if hired? \_\_\_\_\_

If you are not a U.S. Citizen, do you have a visa to work in the U.S.? \_\_\_\_\_

If yes, what kind of visa classification? \_\_\_\_\_

Visa Registration Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Has bond or security clearance ever been denied and/or canceled? \_\_\_\_\_ yes \_\_\_\_\_ no

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

### **Employment History** (For past 10 years)

Dates: \_\_\_\_\_ Company & Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Contact: \_\_\_\_\_

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### **Education** (List high school, college, technical school, etc.)

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_ Degree Received: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

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### **Training**

List the name and dates of any childcare training courses you have successfully completed:

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**Qualifying Work Experience**

List any qualifying work experience you have for the position you are applying for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hobbies & Interests**

List any hobbies, interests, or talents you have, especially those that could be beneficial to the position you are applying for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Have you had CPR training in the past two(2) years?** \_\_\_\_\_

**If yes, give expiration date:** \_\_\_\_\_

**Have you had First Aid training in the past three(3) years?** \_\_\_\_\_

**If yes, give expiration date:** \_\_\_\_\_

I verify that I do not have a criminal background and all the information provided on this application is true to the best of my knowledge. I have not made any material false statements concerning my qualifications and experience. I have no physical or mental health disorder that would interfere with my ability to adequately perform the job duties associated with providing care and supervision to the children at Anneewakee Academy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use:**

Criminal Background Report: Date Submitted: \_\_\_\_\_

Verified & Put in Personnel File: \_\_\_\_\_

CPR Certification: Date of Class: \_\_\_\_\_

First Aid Certification: Date of Class: \_\_\_\_\_

References Verified: Date: \_\_\_\_\_

Orientation: Date: \_\_\_\_\_

**Date of Hire:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

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