



# Employment Application

Office Use Only:  
 Start Date \_\_\_\_\_  
 Rate of Pay \_\_\_\_\_

Personal Information	
Full Name:	Soc. Sec. #
Phone: Home _____ Cell _____	Address:
Driver's License #:	Email:

On what date would you be able to begin work? \_\_\_\_\_  
 How many days would you like to work? (Circle One) M-F MWF TTh Before Care After Care

Requirements for Employment (Please initial if applicable to you)
<ul style="list-style-type: none"> <li>— Is a High School Graduate or has G.E.D</li> <li>— Applicant must provide a copy of their driver's license or identification card and SS Card or birth certificate.</li> <li>— Applicant is able to write and speak fluent English.</li> <li>— Applicant is at least 18 years or older</li> <li>— Has United States Citizenship, or is legally authorized to work in the United States</li> <li>— Is able to sit on the floor and in the children's chairs often</li> <li>— Is physically able to get up and down from floor activities</li> <li>— Will maintain a Professional appearance and conduct</li> <li>— Has the ability to meet all job requirements which might vary.</li> <li>— Is able to drive a motor vehicle</li> <li>— All hired employees are subject to Random Drug Test</li> <li>— Employees found under the influence of drugs or alcohol or with controlled substance within PB &amp; J Day School will be immediately dismissed.</li> <li>— Respect PB &amp; J Day School facility as drug free, smoke-free environments</li> </ul>

Criminal Offenses – Criminal background checks will be conducted on all applicants.
<p>( ) I have not pled guilty, no contest or been convicted of any criminal offense.            ( ) I have pled guilty, no contest or been convicted of a criminal offense.</p> <p>Explain: _____</p> <p>( ) I have not been the subject of an indictment, arrest or an official criminal complaint.            ( ) I have been the subject of an indictment, arrest or an official criminal complaint.</p> <p>Explain: _____</p>

## Authorization for Background Checks

Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process. I, \_\_\_\_\_, hereby authorize PB & J Day School to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that PB & J Day School, will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name Printed

## Educational Background

School/Institution	Date of Graduation	Diploma Awarded

List courses or relevant training (CPR, First Aid, Child Development, etc):

List other skills (office, clerical, achievements and training other fields):

## Employment History (begin with most recent)

Position Held:	Company Name:	May we contact? Yes      No
Supervisor Name:	Phone:	Email Address:
Dates Employed From _____ to _____		
Position Held:	Company Name:	May we contact? Yes      No
Supervisor Name:	Phone:	Email Address:
Dates Employed From _____ to _____		

References (Minimum of 3)			
Name:	Circle One: Personal Employer	Phone:	Verified by: _____ Date: _____  Phone or Email
Email Address:	How long have known?	Job Title:	

Name:	Circle One: Personal Employer	Phone:	Verified by: _____ Date: _____  Phone or Email
Email Address:	How long have known?	Job Title:	

Name:	Circle One: Personal Employer	Phone:	Verified by: _____ Date: _____  Phone or Email
Email Address:	How long have known?	Job Title:	

*TCA S.S. 71-3-529* states that “each person applying to work with children as a volunteer or as a paid employee with a child welfare agency as defined in *S.S. 73-3-501* may complete an application on a form prescribed or approved by the Department of Human Services. It is unlawful for any person to falsify any information required on the application. Knowingly failing to disclose required information shall be deemed to be falsification to the same extent as providing false information. The Department, in cooperation, with the Tennessee Bureau of Investigation may . . . verify the accuracy of the criminal violation information.”

I hereby affirm that I have responded to all inquiries on this form fully and frankly, and all the information contained in my application is true and correct. I understand that any misrepresentation or falsification or any of the PB & J Day School Application forms or documents may result in possible termination, or if the problem comes to light after hire, it can result in immediate dismissal from employment. I further understand and agree that if I am hired, my employment will be “at will” and without fixed terms, and I may be terminated at any time, with or without cause and without prior notice. If I am offered employment, I 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date