

Excell Preparatory Center, LLC Employment Application

An Equal Opportunity Employer

TODAY'S DATE	
POSITION(S) DESIRED	
DATE AVAILABLE TO START	
SHIFT DESIRED TO WORK	
INTERVIEWED BY	

Last Name	First Name	Middle Name	Maiden Name	Spouse's Name
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Home Address	City	State & Zip	Home Phone Number
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Birthdate	Social Security Number	Email Address:
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If you are under age 18, can you submit a work permit if hired? YES NO

Are you a US Citizen? YES NO

If you are not a US citizen, do you have a Visa to work in the US? YES NO

If yes, what kind of Visa classification do you have? _____

Visa Registration No: _____ Expiration Date: _____

Has bond or security clearance ever been denied and/or cancelled? YES NO

If yes, please explain: _____

Education (attach documentation of qualifying education)

	Place and Address	Dates	Diploma, Certification or Degree
Elementary			
Jr. High			
High School			
College			
Other			

Experience with groups of children.

Ages	Duties	Dates Worked	Reason for leaving

Have you attended/completed any childcare training courses? YES NO If yes, list below

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Ten year employment history. Begin with the most current or last employer. If you have been unemployed during anytime within the past ten years, list how you spent your time. Example: student, housewife, unemployed, etc. If you need additional space, please use a separate employment record form.

Month/Year	Name, Address and Phone number of employer	Position
FROM: TO:		
FROM: TO:		
FROM: TO:		
FROM: TO:		
FROM: TO:		

May we contact previous employer? YES NO

Do you have a criminal record? YES NO

If yes, explain

Have you ever been shown by credible evidence, e.g., a court order or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any persons to serious injury as a result of intentional or grossly negligent misconduct? YES NO

If yes, explain

Under the American with Disabilities Act of 1991, this program is required to reasonable accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodations, you may request it any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying.

Having read the job description for the position for which you are applying, are you in all respects, able to adequately perform the duties as described ? YES NO

If no, please explain.

Do you have a valid driver's license? YES NO

If yes, give license number and class of license:

Have you had CPR training within the past two years? YES NO

If yes, give expiration date:

Have you had first aid training within the past three years? YES NO

If yes, give expiration date:

Bright From the Start: Georgia Department of Early Care Learning requires annual child care training. Are you willing to participate? YES NO

I certify that all information on this application is correct. I have not given any false statement concerning my qualification requirements. YES NO

Signature

Date