

THREE BEARS LEARNING CENTER

Employment Application Form



PLEASE PRINT ALL INFORMATION
REQUESTED EXCEPT SIGNATURE

OFFICE USE ONLY:

Reviewed by: _____

Date Received: _____

PLEASE COMPLETE PAGES 1-5.

DATE _____

Name _____
Last First Middle

_____ Number _____ Street _____ City _____ State _____ Zip

Telephone _____ Email Address _____

Are you under age 18? YES NO If "YES", can you provide proof of your eligibility to work? YES NO

If applying for part-time afternoon aide position, you must be at least 18 years of age.

Are you currently authorized to work in the United States? YES NO. Proof of eligibility will be required if hired.

Position applied for _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When are you available to start work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional School				

Other Skills, Qualifications, Licenses (e.g. Languages, Group Leader, Director Qualification, Colorado Teacher License):

Membership in Professional or Civic Organizations:
(Exclude those which may disclose your race, color, religion or national origin)

Have you ever been convicted of a crime in the past 10 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation. _____

Please list 3 professional references.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

Name _____

Position _____

Company _____

Address _____

Telephone _____

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience and any other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

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APPLICATION FOR EMPLOYMENT

Work Experience Please list your work experience for the **past seven years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of Employer _____	Name of last supervisor	Employment dates	Pay or salary
Address _____ _____		From _____	Start _____
		To _____	Final _____
Telephone _____	Your last job title _____		

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of Employer _____	Name of last supervisor	Employment dates	Pay or salary
Address _____ _____		From _____	Start _____
		To _____	Final _____
Telephone _____	Your last job title _____		

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503 C.R.S., and, upon conviction thereof, shall be punished accordingly

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May we contact your former and/or present employer? Yes No

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Signature: _____ Date: _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

As an indication that you have read and understood each sentence, please write your initials in the spaces provided below.

In exchange for the consideration of my job application by Three Bears Learning Center (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, _____ or to confer any right to remain an employee the Company, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, _____ and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of the Company. _____ Both the undersigned and the Company may end the employment relationship at any time, without specified notice or reason. _____ If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits. _____

I authorize investigation of all statements contained in this application. _____ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. _____ I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact. _____

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. _____ Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act. _____

Date _____

Three Bears Learning Center is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.