



Elements Academy

Embracing the Whole Child

Employment Application

8851 Field Street Westminster, CO 80021

www.elementsacademy.net

Elements Academy is an Equal Opportunity Employer and fully complies with all applicable laws, which prohibit discrimination on the basis of race, color, religion, sex, national origin, age, and veteran or disability status. Each applicant is considered based on qualifications and job vacancy.

Personal Information:

Date: _____

Name: _____
Last First Middle

Present Address: _____
Street City State Zip Code

Have you ever gone by any other name? Yes No If so, please list name here: _____

Are you 18 years or older? _____ Home Number _____ Cell Number: _____

Social Security #: ____ - ____ - _____ Are you legally eligible to work in the United States? Yes No
(If hired, verification will be required by law.)

Driver's License #: _____ Email address: _____

Position Applying for: _____ Employment Desired: Full-Time Part-Time

Desired Pay: _____ Have you worked for us before? Yes No If so, when: _____

Date Available to Start: ____/____/_____

Please indicate the days and hours you are available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday
From					
To					

If hired, are you willing to work overtime, if necessary? Yes No

Have you ever been fired from a job? Yes No If so, what was the reason? _____



Have you ever been convicted of a crime (excluding misdemeanors and traffic violations)? Yes No
 If yes, list convictions (a conviction does not necessarily disqualify an applicant from the position being applied for): _____

Are you willing to submit to a background check upon employment? Yes No
 If No, please explain: _____

Are you able to lift up to 40 lbs? Yes No

Education:

Name & Location of School	Course of Study	Years Completed	Graduate?
High School:			<input type="checkbox"/> Yes <input type="checkbox"/> No
College:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:			<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you qualified through the State of Colorado as an Early Childhood Teacher according to the May 2010 standards? Yes No

If so, are you able to provide verification of your qualifications upon hire? Yes No

Are you qualified through the State of Colorado as a Director according to the updated October 2012 standards? Yes No

If so, are you able to provide verification of your qualifications upon hire? Yes No

Employment History: List a record of employment for the past 10 years, starting with the last one first. List all jobs. Explain gaps between employment.

<u>From</u>	<u>To</u>	<u>Employer Name, Address, Phone #</u>	<u>Salary</u>	<u>Position</u>	<u>Reason for Leaving</u>



References:

Please provide three references with at least one being a professional reference.

Name	Address	Years Known	Telephone

I certify that the above information is true and complete to the best of my knowledge. Should I be employed by Elements Academy, any misrepresentation or false statement contained herein may be considered cause for dismissal. Elements Academy, in compliance with the provisions of the Fair Credit Reporting Act of Sept. 1997, may contact directly or employ the services of investigative agencies to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, education, personal history or credit standing. I reserve the right to know the names and addresses of an investigative agencies used in order that I may learn the information contained in any reports furnished to Elements Academy.

I understand and agree that upon request by my employer and when applicable at any time during the term of my employment, I must present evidence of a valid driver's license and by signing this application I consent to a driver's license record check with the appropriate authorities.

I understand that Elements Academy is a drug free workplace and is a condition of my employment. Alcohol and/or drug testing may be undertaken at any time by Elements Academy.

I understand that employment policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures in whole or in part at any time.

I certify that I have never been convicted of and it has never been shown by credible evidence, e.g., a court or jury, a department investigation or other reliable evidence that I have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct.

I understand this application does not constitute an employment contract of any kind. Should I be employed by Elements Academy, I may resign such employment any time at my discretion with or without prior notice and Elements Academy may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

Signature of Applicant: _____ Date: _____