

Professional Experience

(begin with most recent)

Begin/ End Date	Employer/ Address	Supervisor's Name & Telephone	Your Title & Duties	Reason for Leaving

Professional References

You must list at least 3 references. References can include previous supervisor and must be able to contact them within 24 hours. (Do not list friends and family members)

Name of References	Title/Employer	Phone Number	Relationship

CRIMINAL OFFENSES

Criminal background checks will be conducted on all applicants

I have not pled guilty, no contest or been convicted of any criminal offense.

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Explain: _____

I have not been the subject of an indictment, arrest or an official criminal complaint.

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Explain: _____

AUTHORIZATION FOR BACKGROUND CHECK

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 Posh Tot Learning Academy to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand Posh Tot Learning Academy 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 Experience **(Must provide copy of all certification)**

- High School attended and year graduated:

- Degree(s) earned or expected _____

Major _____

Name of Institution _____

Year _____

- College Course Work Completed (College Credits):

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

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

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 on any of the Posh Tot Learning Academy 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 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

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1 . What are your career goals and objectives?

2. Why do you think PTLA should hire you?

3. Define PROFESSIONAL CONDUCT. How does it apply to a preschool program?

4. Define CUSTOMER SERVICE and how it relates to a preschool program.

5. What do typical two-year-old classrooms look like?

6. Describe your position on guidance as it relates to two 3-year-old children arguing over a toy?

7. What would your best friend say your strengths and weaknesses are?

8. What was your attendance record at your previous jobs?
