

DIAMOND LITTLE PEOPLE ACADEMY

2320 Coloma St; Oakland, CA 94602

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www.diamondlittlepeople.com

EMPLOYMENT APPLICATION

Application Date: _____ Date available: _____

A. PERSONAL INFORMATION

_____ NAME AS IT APPEARS ON DRIVER'S LIC. OR STATE ID.	_____ SOCIAL SECURITY NUMBER
_____ PRESENT STREET ADDRESS	_____ PHONE #
_____ CITY STATE ZIP	_____ EMAIL
_____ PREVIOUS STREET ADDRESS IF AT PRESENT ADDRESS LESS THAN FIVE YEARS	
_____ CITY STATE ZIP	

What position are you applying for? (check all that apply)	___ full-time hours ___ part-time hours ___ Any available hours ___ Temporary
What co-curricular activities can you lead? _____ _____ _____	
Are you bilingual? ___ Yes ___ No Languages: _____	

B. GETTING TO KNOW YOU

Take some time to answer these next questions in the space provided or feel free to use a separate piece of paper for more space:

1. What would you like to be doing five years from now? _____

2. How can we help you move towards your goals? _____

3. Why do you want to work with us? _____

4. How will you contribute to our business being successful? _____

5. What is your philosophy on discipline? _____

6. What are your strengths? _____

7. What are your weaknesses? _____

8. Please summarize any additional information that you would like to present regarding your candidacy for this position. _____

C. PROFESSIONAL QUALIFICATIONS

High school graduate or GED? Yes No

Name of school or program? _____

Early Childhood Courses? Yes No

Name of school or program _____

Type of classes _____

College graduate? Yes No

Degree: _____

Date received: _____

Issuing institution: _____

Cumulative GPA: Bachelor's _____ Graduate _____

Your major(s) _____

Your minor(s) _____

Can you submit verification of your legal right to work in the U.S.? Yes No

Do you have a current child first aid/CPR card? Yes No

Attach photocopies of all transcripts, certificates, ID's or first aid/CPR cards you have.

D. EMPLOYMENT HISTORY

Sequentially list any teaching experience with most recent first. Please clearly indicate if you do not want us to notify your current employer.

1. Company _____ Dates of Employment _____

Position(s) _____

Address _____

Supervisor's name and number _____

Reason for leaving _____

Is it ok to contact this employer

___ Yes ___ No

2. Company _____ Dates of Employment _____

Position(s) _____

Address _____

Supervisor's name and number _____

Reason for leaving _____

Is it ok to contact this employer

___ Yes ___ No

Please list any significant experiences working with preschool students: _____

Have you ever been dismissed or asked to resign from a teaching position? ___ Yes ___ No

If so, please explain: _____

E. REFERENCES

Give three references who are qualified to speak of your professional training and and/or work experience. Do not list family members or relatives as references.

1. _____
NAME

PHONE

RELATIONSHIP

2. _____
NAME

PHONE

RELATIONSHIP

3. _____
NAME

PHONE

RELATIONSHIP

F. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Diamond Little People Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Diamond Little People Academy and its representatives to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my background education and work experience. I also grant full authorization to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to Diamond Little People Academy and its representatives any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release Diamond Little People Academy and its representatives, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from Diamond Little People Academy is conditioned upon the receipt of background information including criminal background information. Diamond Little People Academy may refuse employment or terminate conditional employment if they deem any background information unfavorable or that it could reflect adversely on them.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date