



Employment Application

Allen
 Frisco
 Richardson
 Southlake

PERSONAL INFORMATION			
Name:		Social Security #:	
Last	First	Middle	
Former Name(s):			
Home Address:			
Street	Apt. #	City	State Zip
Cell Phone:		Alternate Phone:	
Email Address:		Driver's License	Number: State:
Are you over 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you available for overtime? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Position Desired:		Date Available:	
Days/Hours Available:		Salary Desired:	
		<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	
What prompted your application to Carpe Diem Private Preschool?			
<input type="checkbox"/> MONSTER.COM	<input type="checkbox"/> INTERNET SEARCH	<input type="checkbox"/> DRIVE BY	<input type="checkbox"/> OUTPLACEMENT REFERRAL
<input type="checkbox"/> JOB FAIR	<input type="checkbox"/> COLLEGE	<input type="checkbox"/> EMPLOYEE REFERRAL:	
Have you been employed by Carpe Diem before? <input type="checkbox"/> YES <input type="checkbox"/> NO			If yes, give date:

EDUCATION AND TRAINING			
Check Last Grade Completed	High School: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	College: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	
High School:	Address:	Did You Graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO Graduation Date:	
College:	Address:	Degree:	Did You Graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO Graduation Date:
Graduate School:	Address:	Degree:	Did You Graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO Graduation Date:
Other Schools:	Address:	Degree:	Did You Graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO Graduation Date:
List any Special Skills/Additional Training/Certifications:			
Memberships in Professional Organizations:			

EMPLOYMENT HISTORY		
LIST PRESENT OR LAST EMPLOYMENT FIRST. "SEE RESUME" IS NOT ACCEPTABLE.		
Employer:	Job Title:	Immediate Supervisor:
Address:	Brief Description of Duties:	
City/State/Zip:		
Phone #:		
EMPLOYMENT DATES		
From:	To:	
HOURLY OR ANNUAL SALARY		
Start:	Final:	
Reason for Leaving:		
Account for Period Between Jobs:		

Employer:	Job Title:	Immediate Supervisor:
Address:	Brief Description of Duties:	
City/State/Zip:		
Phone #:		
EMPLOYMENT DATES		
From:	To:	
HOURLY OR ANNUAL SALARY		
Start:	Final:	
Reason for Leaving:		
Account for Period Between Jobs:		

ADDITIONAL EMPLOYMENT				
NAME AND ADDRESS OF EMPLOYER	FROM	TO	JOB TITLE	REASON FOR LEAVING

May we contact your current employer? YES NO

Do you have any friends or relatives employed at Carpe Diem? YES NO

If yes, list the names and relationship: _____

REFERENCES

Please list three persons whom Carpe Diem can contact and who are able to evaluate your knowledge and ability. DO NOT list current Carpe Diem employees.

Name			
Title			
Company			
Address			
City, State			
Phone #			

EMPLOYMENT ELIGIBILITY

Applicants must successfully complete drug testing, background investigation, and show proof of educational credentials.

Are you legally authorized to work in the United States? YES NO Type of Visa:

Have you ever been convicted of a felony or misdemeanor? YES NO

If yes, please list:

OFFENSE	DATE	DISPOSITION OF CASE

Do you have any previous or pending allegations of sexual or physical abuse? YES NO

CERTIFICATION AND AGREEMENT

I certify that any and all statements, which I have set forth in this application, are true and correct to the best of my knowledge. I also recognize that any misstatements I have made herein may subject me to be discharged at any time, in the event that I am hired. I authorize Carpe Diem Private Preschool to investigate and make inquiries concerning my previous employment and other information I have provided in this application. I hereby release Carpe Diem Private Preschool and its affiliates, and their respective employees from any liability on account of or arising out of the exchange of such information. I further understand that my continued employment, if Carpe Diem Private Preschool hires me, may be contingent upon signing the company's non-disclosure agreement. If I am offered employment, I agree that prior to or at the commencement of my employment I will provide original documents to Carpe Diem Private Preschool, which verifies my identity and right to work under the Immigration Reform and Control Act of 1986 (IRCA). I also agree to provide photocopies of the form on which my identity and right to work is verified (I-9 form) and any supporting documentation submitted by me to any person who in connection with effecting compliance with IRCA, has a legitimate interest in the information contained therein. I understand that agreement to submit claims related to termination of my employment, discrimination, and public policy violations to final and binding arbitration is a condition of employment at Carpe Diem Private Preschool. I further understand that I waive any right to a jury trial of such claims.

In completing this application for employment, I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, with or without cause. I also understand that no one is authorized to make any contrary promises.

Signature: _____

Date: _____