



## Learning Academy

1700 W Commerce Dr \* Rogers, AR 72756  
Office: 479.202.5691 \* Fax: 479.621.6126

### Application for Employment "An Equal Opportunity Employer"

Our Center accepts applications only for the positions that are currently available during the application period. Your application will be kept on file for 60 days. Please fill in all spaces. If an item does not apply, write "N/A." Please print in ink & provide only the information requested.

Position Applying For \_\_\_\_\_ Date \_\_\_\_\_

Full Time \_\_\_ Part Time \_\_\_ Days \_\_\_\_\_ Hours \_\_\_\_\_

Are You Over The Age of 18? Yes No Email \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street Number City State Zip

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

**Work Experience** List all work history for the last six (6) years beginning with the most recent. Include period(s) of military service. Continue on back or additional sheet of paper if necessary.

1. Employer \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
Business Phone \_\_\_\_\_ Position Held \_\_\_\_\_ Salary \_\_\_\_\_  
Duties \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason For Leaving \_\_\_\_\_  
May We Contact This Employer? Yes No (if no, explain \_\_\_\_\_)

2. Employer \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
Business Phone \_\_\_\_\_ Position Held \_\_\_\_\_ Salary \_\_\_\_\_  
Duties \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason For Leaving \_\_\_\_\_  
May We Contact This Employer? Yes No (if no, explain \_\_\_\_\_)

3. Employer \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
Business Phone \_\_\_\_\_ Position Held \_\_\_\_\_ Salary \_\_\_\_\_  
Duties \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason For Leaving \_\_\_\_\_  
May We Contact This Employer? Yes No (if no, explain \_\_\_\_\_)

Please account for any periods of unemployment longer than three (3) months\_\_\_\_\_

Give names of any relatives who have been or currently are employed by ABC Happy Kids \_\_\_\_\_

Have you ever applied for employment with ABC Happy Kids before? No\_\_\_\_ Yes (when\_\_\_\_\_)

Have you ever been previously employed by ABC Happy Kids? No\_\_\_\_ Yes (position & dates\_\_\_\_\_)

Are you able & willing to work overtime when needed? Yes\_\_\_\_ No\_\_\_\_ (explain\_\_\_\_\_)

Do you have any physical, mental, or emotional conditions that would prohibit you from performing the essential functions of the job you are applying for? No\_\_\_\_ Yes (explain\_\_\_\_\_)

Are you able and willing to work nights and weekends? Yes \_\_\_\_ No (explain\_\_\_\_\_)

Do you have the legal right to work in the United States? Yes \_\_\_\_ No\_\_\_\_

If hired, are you able to provide proof of work eligibility? Yes \_\_\_\_ No\_\_\_\_

**Education**

Circle Highest School Grade Completed: 6 7 8 9 10 11 12 GED Associates Bachelors Other

High School \_\_\_\_\_ Graduate? Yes No

Name City State

College \_\_\_\_\_ # Of Years Attended \_\_\_\_\_

Name City State

College Degree \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Special or Vocational Education \_\_\_\_\_

Name City State

Dates Attended \_\_\_\_\_ Course of Study \_\_\_\_\_

List any additional work experience, education, skills, information, licenses, certifications, special study or research work relating to position applied for or of general interest not listed above\_\_\_\_\_

Veteran of U.S. Military Service? Yes\_\_\_\_ No\_\_\_\_ Branch\_\_\_\_\_

Rank \_\_\_\_\_ Dates of Service \_\_\_\_\_

**List three (3) professional references** of individuals that have known you for at least 2 years (*no relatives*):

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Have you ever been convicted of a crime by a civilian or military court (exclude minor traffic violations)? Yes No

Have you been convicted of a felony or misdemeanor involving Child Abuse or Child Neglect? Yes No

Have you been convicted or pleaded "no contest" to a felony or misdemeanor charge involving moral turpitude (child molesting, child abuse etc)? If Yes, Explain\_\_\_\_\_ No

Briefly discuss why you are applying for this job:

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ABC Happy Kids Learning Academy is an equal opportunity employer. We do not discriminate on the basis of age, race, sex, disability, religion, color, or national origin or other protected groups under state, federal or local Equal Opportunity Laws.

1. I certify that the information provided in this application is correct to the best of my knowledge.
2. I understand that consideration for employment is contingent on the results of a reference and background check.
3. I authorize **ABC Happy Kids Learning Academy** to fully investigate all information provided on this application and to contact all persons or references named to verify the truthfulness/information provided on this application concerning my past employment, job performance, and personal character.

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Social Security Number

This consent is valid for a period of 60 days from the date indicated below. A copy of this form shall serve as an original.

FOR OFFICE USE ONLY		
_____ Interview Date	_____ Interview Time	_____ Person conducting Interview

NOTES:

