

# Happy Faces Early Learning Center

## Application for Employment

Pre- Employment QUESTIONNAIRE AN EQUAL OPPORTUNITY EMPLOYER  
PLEASE FILL OUT THE APPLICATION COMPLETELY. (FRONT AND BACK)

### Personal Information

NAME \_\_\_\_\_ S.S. # \_\_\_\_\_ Phone # \_\_\_\_\_  
ADDRESS \_\_\_\_\_

ARE YOU AT LEAST 18 yrs OLD? yes  or no   
Salary Desired \_\_\_\_\_ Date you can start \_\_\_\_\_ Desired Position \_\_\_\_\_  
Are you employed now? yes  or no   
Ever applied at this company before? Yes  or no   
Ever worked for this company before? yes  or no   
If yes, what was your reason for leaving? \_\_\_\_\_

### Education

High School Name and Location \_\_\_\_\_  
Year of Graduation \_\_\_\_\_

College Name and Location \_\_\_\_\_  
If you got a degree what kind? \_\_\_\_\_  
Year received Degree \_\_\_\_\_

Trade School or Correspondence School Name and Location \_\_\_\_\_  
Did you complete this school? yes  or no   
Do you get a certificate? yes  or no

### Former Employers (start with the most recent)

LAST EMPLOYER \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Starting Date \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Job Title \_\_\_\_\_  
Hourly Salary \_\_\_\_\_ May we contact your Supervisor? Yes  or no   
Name of Supervisor \_\_\_\_\_  
Description of Work \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

LAST EMPLOYER \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Starting Date \_\_\_\_\_ Leaving Date \_\_\_\_\_ Job Title \_\_\_\_\_  
Hourly Salary \_\_\_\_\_ May we contact your Supervisor ? yes  or no   
Name of Supervisor \_\_\_\_\_  
Description of Work \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

LAST EMPLOYER \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Starting Date \_\_\_\_\_ Leaving Date \_\_\_\_\_ Job Title \_\_\_\_\_  
Hourly Salary \_\_\_\_\_ May we contact your Supervisor ? yes  or no   
Name of Supervisor \_\_\_\_\_  
Description of Work \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

## **References**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Years Acquainted \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Years Acquainted \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Years Acquainted \_\_\_\_\_ Phone # \_\_\_\_\_

Ever been arrested? yes  or no

Have you ever been convicted of a crime? yes  or no  If yes, for what? \_\_\_\_\_

### **Authorization**

**“ I certify that the facts contained in this application are true to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.**

**I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise and release the company from all liability for any damages that may result from utilization of such information.”**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

### **DO NOT WRITE BELOW THIS LINE.... FOR INTERVIEWER'S USE ONLY**

Interviewed By \_\_\_\_\_ Date Interviewed \_\_\_\_\_

Comments \_\_\_\_\_

Hired Date \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_ Starting Date \_\_\_\_\_