

# Employment Application



Thank you for applying for employment with Prairie Pines Childcare Center. PPCC is an equal employment opportunity employer. Every individual will be treated fairly and equitably without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age as required by MN and Federal laws.

A new application must be submitted for each position for which you are interested. You may provide your resume to supplement this form. Please fully complete this application.

APPLICANT / CONTACT INFORMATION					
First Name		Middle Name		Last Name	
Address				Apt / Unit #	
City			State	Zip Code	
Phone		Email			
Position Applied for			Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date Available		Where did you hear about the position?			
Veteran Status (check all applicable) <input type="checkbox"/> Veteran <input type="checkbox"/> Disable veteran <input type="checkbox"/> Surviving spouse of veteran <input type="checkbox"/> None					
Are you a U.S. citizen or authorized to be employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
To be eligible for any position at Prairie Pines Childcare Center you will need to successfully complete a background study, which will be conducted by MN Department of Human Services. Conviction of a crime is not an automatic bar to employment. We will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.					
EDUCATION					
High School		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Major	
College		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Major	
REFERENCES					
Name		Relationship		Phone	
Name		Relationship		Phone	
Name		Relationship		Phone	
WORK EXPERIENCE					
Employer			Address		
Supervisor			Phone		
Position Held			May we contact them for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employed From		To		Reason for Leaving	

<b>Employer</b>		<b>Address</b>
<b>Supervisor</b>		<b>Phone</b>
<b>Position Held</b>		<b>May we contact them for a reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employed From</b>	<b>To</b>	<b>Reason for Leaving</b>

<b>Employer</b>		<b>Address</b>
<b>Supervisor</b>		<b>Phone</b>
<b>Position Held</b>		<b>May we contact them for a reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employed From</b>	<b>To</b>	<b>Reason for Leaving</b>

**Please describe any special skills, licenses, certifications, or qualifications that are relevant to the position for which you are applying:**

**DISCLAIMER AND SIGNATURE**

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

I authorize and request any and all of my former employers and any other person, firm or corporation to furnish any and all information concerning me and my personal and employment background, and I hereby release each such employer or person, firm or corporation from any and all liability by reason of furnishing the requested information.

I understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I agree, if employed, to devote my best efforts to the performance of my duties, to comply with all rules and regulations of the employer, and to obey all lawful directives of supervisors designated by Prairie Pines Childcare Center.

<b>Signature</b>	<b>Date</b>
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