

Chestnut Academy

Employment Application

Last Name_____ First Name_____ Middle Name_____

Email Address_____ Social Security #_____

Address (St, Rd, or PO Box) _____ City_____ State____ Zip_____

Phone w/area code: _____ Day: _____ Evening: _____

Thank you for choosing Chestnut Academy as a potential employer. We are dedicated to hiring top professionals who are energetic, motivated and possess integrity. Chestnut Academy is an Equal Opportunity employer. Applicants must show they understand and are able to meet the following requirements for employment by initialing each item below.

Requirements for Employment

(Please initial if applicable to you)

___ High School Graduate or has G.E.D.

___ Is able to Is able to provide a copy of Driver's License or identification card

___ Is able to Is able to write and speak fluent English

___ Are at least 18 years old or 16 years old and in the Early Childhood pathway

___ Has United States Citizenship or is legally authorized to work in the United States.

___ Are able to sit on the floor to interact with children

___ Is physically able to get up and down from floor activities

___ Has the ability to meet all job requirements which may vary

___ Able to complete a criminal background and CPS check

Age Group Preference

Age Group Preference if applying for a classroom position:

No Preference___Twos___Threes___Prekindergarten___

Hours you are available (We are open 6:30a.m-6:00p.m)_____

Date Available for work:_____

Expected Compensation:_____

Have you ever been convicted of a felony or misdemeanor? Y N

If yes, explain:_____

Day's that you are able to work: Mon. Tues. Wed. Thurs. Fri.

Full Time: _____ Part Time: _____ Substitute: _____

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Education

Highest Level of Education Completed (check one only)

Name and Location Did you graduate? Major Course or Degree

High School yes or no

College

Graduate

School

Tech/Business

School

Other Training

Special qualifications, skills and licenses (for example: CPR or First Aid):_____

Professional Work Experience

(Begin with most recent)

Begin/End Date	Company Name and Address	Supervisors Name & Number	Your Position & Title	Reason for leaving	

Professional References

(You must list at least 3 references. References can include previous supervisors (do not list family or friends). We must be able to contact them within 24 hours)

Name of Reference Title/Employer Phone Number Professional Relationship &How Long

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Questionnaire

1. Have you ever been discharged?_____ Please explain:

2. Why do you think Chestnut Academy should hire you?

3. Define professional conduct. How does it apply to a preschool program?

4. Define customer service. How does it relate to a preschool program?

5. What is your educational philosophy?

6. What do you feel qualifies you most for the position in which you are applying for?

7. In your opinion, what would a typical two year old classroom look like?

8. Describe how you would resolve a conflict between two 3 year old children arguing over a toy?

9. What would your best friend say your strengths and weaknesses are?

10. What was your attendance record at your previous job?

I hereby affirm that I have responded to all inquiries on this form and all the information contained in my application is true and correct. I understand that any misrepresentation or falsification of any of the Chestnut Academy application forms or documents may result in possible termination. Even if the problem comes to light after hire, it can result in immediate dismissal from employment. I further consent and agree to submit to any job-related medical exam, background checks, trainings, and required paperwork required.

Signature of Applicant

Date