

Frog Pond Early Learning Center
by **Mother Nurture Company – An Equal Opportunity Employer**

Application for Employment

Today's Date: _____

Personal Information

Name:	Social Security Number:
Present Address:	Permanent Address:
Daytime Phone:	Evening Phone:
Mobile Phone:	Email Address:

Are you 18 years or older? Yes No

Are you either a US Citizen or an alien authorized to work in the United States? Yes No

Employment Desired

Position: _____ **Date available to start:** _____

Type of Position: Full-time or Part-time **Desired salary:** _____

Days available to work: M Tu W Th Fr **Hours available to work:** _____

Currently employed? _____ **May we contact current employer?** _____

How did you learn about Frog Pond? _____

Education and Training

	Name and Location	# Years Attended	Degree earned?
High School			
College			

Please email or fax completed application to:
Frog Pond Early Learning Center
 7204 Harrison Lane, Alexandria, VA 22306
 P: 703-765-7663 • F: 703-637-1104 • jobs@frogpondkids.org
www.frogpondkids.org

Trade or Other Schools			
Additional Education or Training			

Certifications

CPR Certification? _____ If yes, valid through: _____

First Aid Certification? _____ If yes, valid through: _____

Food Service Manager's License? _____

Special skills

Please provide details below

Subjects of special study or research work	
Computer skills	
Foreign languages	
Knowledge & experience with multiple cultures	
Experience with teaching / childcare	
Experience with children with special needs	
Musical skills (instruments, singing, etc.)	
Visual arts (painting, sculpting, etc.)	
Carpentry, mechanical or building experience	
Storytelling experience	
Gardening skills	
Nature study	
Pet care (fish, amphibians, mammals, etc.)	
Physical education, sports	
Activities (civic, athletic, etc.)*	

* You may exclude any that indicate race, age, marital status, color, nation of origin

Military Service

U.S. Military or Naval Service: _____

Rank: _____

Present Membership in National Guard or Reserves: _____

Past Employers

List below your last three employers starting with the most recent one first

Employer Name:	Employer Address:
Position:	Salary:
Start Date:	End Date:
Reason for Leaving:	

Employer Name:	Employer Address:
Position:	Salary:
Start Date:	End Date:
Reason for Leaving:	

Employer Name:	Employer Address:
Position:	Salary:
Start Date:	End Date:
Reason for Leaving:	

References

Please provide three references

Name:	Address:
Relationship:	Phone:
Years Acquainted:	

Name	Address
Relationship	Phone
Years Acquainted	

Name	Address
Relationship	Phone
Years Acquainted	

Other

Do you have any serious physical or mental condition that may make it unsafe for you to work with children? Yes No

If yes, please explain: _____

Have you ever been arrested or convicted of any violation other than a traffic ticket? If yes, please describe fully, including date and the status of the arrest and/or conviction:

"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 understand that if hired, a TB test and criminal history check will be required for employment.

I authorize investigation of all statements contained herein and the references listed above to give Frog Pond all information concerning my previous employment and any pertinent information they may have, and release all parties from liability for any damage that may result from furnishing same to Frog Pond.

I understand that the opening of the school is dependent on the occurrence of events and satisfaction of conditions over which the Frog Pond will have limited or no control.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause."

Signature:	Date:
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----- For Frog Pond Use Only -----

Interviewed by:	
Date:	
Remarks:	
Neatness:	
Communication Skills:	
Hired:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position:	
Area:	
Salary/Wage:	
Date Reporting to Work:	
Approved by Director:	
Specialist:	
Notes:	