|  |  |  |  |
| --- | --- | --- | --- |
| Which location(s) are you available to work at? |  X Highland2450 Lincoln St. |  Merrillville86 E. 70th Ave. |  Merrillville6111 Harrison St. |
| What position are you applying for? |  X \_ Lead Teacher |  Assistant Teacher |  Cook |

**HAPPY STAFFING**

Employment Application

|  |
| --- |
| APPLICANT INFORMATION |
| Last Name | First Name | M.I | Date |
| Street Address | Apt./Unit # |
| City | State | Zip |
| Phone | Email Address |
| Date Available | Social Security No. | Desired Salary |
| Position applying for | Are you over the age of 18? |  YES  | NO |
| Are you a citizen of the United States? |  YES  | NO | If no, are you authorized to work in the U.S? |  YES  | NO |
| Have you ever worked for this company? |  YES  | NO | If so, when? |  |
| Have you ever been convicted of a felony? |  YES  | NO | If yes, please explain? |
| What are your hobbies and interest? |
| What is the date of your last physical exam? |  |
| Do you have any limitations? YES NO | If yes please explain? |

|  |  |  |  |
| --- | --- | --- | --- |
| What type of employment are you looking for? | Full TIME AM PM | Part TIME AM PM | Summer AM PM |
|  |  |

**What days are you available to work?**

 Monday Tuesday Wednesday Thursday Friday

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AM | AM | AM | AM | AM |
| PM | PM | PM | PM | PM |

|  |
| --- |
| EDUCATION |
| High School | Address |
| From | To | Did you graduate? | Degree? |
| College | Address |
| From | To | Did you graduate? | Degree? |
| Other | Address |
| From | To | Did you graduate? | Degree? |

Completion of this section authorizes the company to verify academic credentials

|  |  |
| --- | --- |
| Did you hold any licenses or certificates that pertain to the position you are applying for? |  |
| Do you have any special skills or job experiences for the position you are applying for? |  |

|  |
| --- |
| REFERENCES |
| *Please list any three professional references.* |
| Full Name |  | Relationship |  |
| Company |  | Phone |  |
| Address |  |
| Full Name |  | Relationship |  |
| Company |  | Phone |  |
| Address |  |
| Full Name |  | Relationship |  |
| Company |  | Phone |  |
| Address |  |

|  |
| --- |
| PREVIOUS EMPLOYMENT |
| Company |  | Phone | ( ) |
| Address |  | Supervisor |  |
| Job Title |  | Starting Salary: | $ | Ending Salary: | $ |
| Responsibilities |  |
| From |  | To |  | Reason for leaving: |
| May we contact your previous supervisor for a reference? | YES | NO |  |
| Company |  | Phone | ( ) |
| Address |  | Supervisor |  |
| Job Title |  | Starting Salary: | $ | Ending Salary: | $ |
| Responsibilities |  |
| From |  | To |  | Reason for leaving: |
| May we contact your previous supervisor for a reference? | YES | NO |  |
| Company |  | Phone | ( ) |
| Address |  | Supervisor |  |
| Job Title |  | Starting Salary: | $ | Ending Salary: | $ |
| Responsibilities |  |
| From |  | To |  | Reason for leaving: |
| May we contact your previous supervisor for a reference? | YES | NO |  |

|  |
| --- |
| MILITARY SERVICE |
| Branch |  | From |  | To |  |
| Rank at discharged |  | Type of Discharge |  |
| If other than honorable, explain |  |

*I authorized Happy Staffing to inquire as to my record of any or all persons and of my former employers. In the event of my employment with Happy Staffing, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the date effective and understand that by doing so I forfeit any benefits I may have been entitled to. It is also my understanding that the first 3 months of my employment are probationary. It is important to understand that completing my probationary period is not a guarantee of continued employment; continuation is always contingent on satisfactory performance and conduct, and if my services have not proved satisfactory, my employment may be discontinued without prejudice.*

|  |
| --- |
| Disclaimer and Signature |
| I certify that my answers are true and complete to the best of my knowledge.If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |
| Signature |  | Date |  |

STAFF USE ONLY

|  |  |  |
| --- | --- | --- |
| Date of Interview | Date of Hire/First Day | Rate of Pay |
|  |  |  |

Comments:

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