|  |  |  |  |
| --- | --- | --- | --- |
| Which location(s) are you available to work at? | X Highland  2450 Lincoln St. | Merrillville  86 E. 70th Ave. | Merrillville  6111 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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