



EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, union affiliation, or any other legally protected status.

FOR OFFICE USE ONLY

	Application		Phone Interview		In-Person Interview		Reference Check
	Background Check		Signed Employment Agreement		W-4 Filled Out		Info inputted into Quick Books

PERSONAL INFORMATION

Last Name		First Name	
Gender		Date of Birth	
Social Security Number			
Permanent Address		Apt. #	
City		State, Zip Code	
Home Phone		Work Phone	
Cell Phone / Pager		E-Mail Address	
Current Occupation		School Attending	

GENERAL INFORMATION

The following information is needed by either local, state, or federal authorities or due to insurance requirements that Educational Endeavors staff must be able to meet.

Drivers License Number		State		Year of Expiration	
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	Yes	No
Are you legally eligible for employment in the United States? (Proof may be required.)		
Do you have a Valid Drivers License?		
Are you over 21 years old?		
Have you ever been convicted of any crime including child or sexual abuse?		
If yes, please explain.		
Are you life-saving certified?		
If yes, when does your certification expire?		
Are you CPR certified?		
If yes, when does your certification expire?		
Are there any limitations that would preclude you from 100% participation in our activities? (date conflicts, physical limitations, etc.)		
If yes, please explain.		



EDUCATION HISTORY (Please list all schools and universities attended, with most recent listed first)

Dates Attended	School or University	Major	Degree / Diploma

PAST EMPLOYMENT (Please attach a resume or c.v.)

REFERENCES AND RECOMMENDATIONS

REFERENCES

Name	
Address	
Telephone	
E-mail	

Name	
Address	
Telephone	
E-mail	

Name	
Address	
Telephone	
E-mail	

RECOMMENDATIONS

Please submit three confidential letters of recommendation. Please note that your application will not be considered complete until we have received your references. References should not be relatives and should have knowledge of your character and suitability to work with children.

ACKNOWLEDGE AND CERTIFICATION (Please read carefully.)

I understand that any offer of employment is contingent upon the receipt of a satisfactory report concerning my academic credentials, employment references, and background check. I certify that the information contained in this application is true, correct and complete. I understand that any false, omitted, or misleading information will disqualify me from consideration for hire and, if discovered after I am hired, will be grounds for termination. I understand that nothing in this employment application; in Educational Endeavors' policy statements or personal guidelines; or in my communication with any Educational Endeavors staff member is intended to create an employment agreement with me. No promise regarding employment has been made to me, and I understand that no such promise or guarantee is binding unless it is made in writing and signed by the Director.

Signature		Date	
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