



The Learning Playhouse

208 North Providence Road
North Chesterfield, VA 23235

Application for Employment

Position:			
Date Available:		Full or Part Time:	
Personal Information			
Name:			
Address:			
Home Phone:		Cell Phone:	
Are You 18 Years or older?	Yes	No	If NO, please state age?
Do you have any medical conditions that may interfere with fulfilling the responsibilities of the position for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so, please explain:			
Education and Training			
1. Name and Location of High School: _____ _____			
Dates Attended: _____ Date of Graduation: _____			
2. Name and Location of College/University: _____ _____			
Dates Attended: _____			
Number of Years Completed: _____			
Degree(s) Earned: _____			
3. Additional Training or Certifications: _____ _____			

Experience

Begin with the current or most recent employment. Use additional paper if necessary.

1. Position:	Dates:
Employer:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Address:	Phone:
Job Duties:	Supervisor:
Reason for Leaving:	
May we Contact your Employer: Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Position:	Dates:
Employer:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Address:	Phone:
Job Duties:	Supervisor:
Reason for Leaving:	
May we Contact your Employer: Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Position:	Dates:
Employer:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Address:	Phone:
Job Duties:	Supervisor:
Reason for Leaving:	
May we Contact your Employer: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please describe any Volunteer Work or other Experience related to child Care:	

References	
1. Name:	
Title:	Relationship:
Company:	Phone:
Address:	
2. Name:	
Title:	Relationship:
Company:	Phone:
Address:	
3. Name:	
Title:	Relationship:
Company:	Phone:
Address:	

I understand that I will be required to submit written information to demonstrate that I possess the education, orientation training, staff development, certification, and experience required by the job position.

I hereby certify that the information given in this application is true and complete to the best of my knowledge.

Signature:	Date:
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<u>Office Use Only</u>	
Position _____	
Date of Hire _____	Date of Termination _____

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Employee Reference Check

Reference Check #1

Prospective Employee's Name: _____

Date(s) of Contact: _____

Name of Person Contacted: _____

Reference Comments: _____

Signature of Person who Obtained Reference: _____

Reference Check #2

Prospective Employee's Name: _____

Date(s) of Contact: _____

Name of Person Contacted: _____

Reference Comments: _____

Signature of Person who Obtained Reference: _____