

**Harmony Academy
583 Harmony School Rd
Jasper, GA 30143
Phone: (706)253-KIDS
Fax: (706)253-5445**

Employment Application

DATE_____

DATE AVAILABLE_____

INTERVIEWED BY_____

NAME (FIRST,MIDDLE,LAST) _____

SPOUSE'S NAME _____

CURRENT HOME ADDRESS _____ CITY _____ ZIP _____

HOME TELEPHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

BIRTH DATE _____ SOCIAL SECURITY NUMBER _____

POSITION DESIRED _____ SALARY DESIRED _____

If you are under age 18, can you submit a work permit if hired? **YES** **NO**

If you are not a US citizen, do you have a VISA to work in the US? **YES** **NO**

If yes, what kind of VISA classification do you have? _____

Visa Registration Number _____ Expiration Date _____

Have you ever received workers comp benefits? **YES** **NO**

If yes, please explain _____

Do you have a valid driver's license? (we will ask for a copy) **YES** **NO**

If yes, please provide license number and class of license _____

Have you ever been convicted of a criminal offense, including DUI? **YES** **NO**

If yes, please explain _____

Have you ever been shown by credible evidence, e.g., a court order or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? **YES** **NO**

Under the Americans with Disabilities Act of 1991, this program is required to reasonable accommodation of individuals with any disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying. Having read the job description for the position for which you are applying, are you in all respects able to adequately perform the duties as described? **YES** **NO**

If no, please explain _____

EMPLOYEE_____

SSN_____

EDUCATION (must have documentation of high school diploma or GED)

Please list name, address, phone number; and qualifying diploma, certificate, or degree obtained for the following:

ELEMENTARY_____

SECONDARY_____

COLLEGE_____

OTHER_____

Would you be willing to continue your education by taking college
courses or in-service training if recommended to do so?

YES

NO

EXPERIENCE (attach any and all documentation of past and current experience working with children)

Please list any and all child care training courses you have attended/completed_____

What do you feel best qualifies you for this position? _____

What satisfaction do you expect to receive from this position? _____

Have you had CPR training within the past two years? **YES** **NO**
If yes, please provide expiration date:_____

Have you had first aid training within the past three years? **YES** **NO**
If yes, please provide expiration date:_____

Are you willing to participate in the annual child care training
required from Georgia Department of Early Care Learning? **YES** **NO**

I certify that all information on this application is correct. I have not given any false statement concerning my qualification requirements.

(applicant signature)

(date)

EMPLOYEE _____

SSN _____

EMPLOYMENT RECORD (past ten (10) years required)

MONTH/YEAR	NAME, ADDRESS, AND PHONE NUMBER	POSITION	RATE OF PAY	REASON FOR LEAVING
FROM: _____ TO: _____	_____ _____			
FROM: _____ TO: _____	_____ _____			
FROM: _____ TO: _____	_____ _____			
FROM: _____ TO: _____	_____ _____			
FROM: _____ TO: _____	_____ _____			
FROM: _____ TO: _____	_____ _____			
FROM: _____ TO: _____	_____ _____			
FROM: _____ TO: _____	_____ _____			
FROM: _____ TO: _____	_____ _____			

ESSAY

EMPLOYEE _____

SSN _____

This page is a section in which we would like to learn more about you. By writing a short essay, we hope to gather some information that will tell us about your values, personality, and love of children. Please tell us in your own words a brief description of your childhood, some of your most favorite memories as a child, what you like to do in your spare time, and anything else you would not mind sharing about yourself. This section will not in any way disqualify you from employment, but will allow us to place you in the most suitable environment possible in our facility if hired.

EMPLOYEE_____

SSN_____

REFERENCES

Please list the name, address, and phone number of three references whom you are not related.

1. _____
2. _____
3. _____

I give permission to contact the above references_____
(signature)

(date)