



The Willow Tree House  
Where children learn, laugh & play

## **NOTICE TO APPLICANT**

We are pleased that you have chosen to apply for employment with The Willow Tree House.

The Willow Tree House is an equal opportunity employer. It is the policy of The Willow Tree House to consider all applicants for employment based on their qualifications in light of job vacancies. The Willow Tree House fully complies with all applicable laws, which prohibit discrimination on the basis of race, color, religion, sex, national origin age and veteran or disability status.

For the safety of our current and future employees, we intend this to be a drug-free workplace. The Willow Tree House may undertake alcohol and/ or drug testing at any time.

To be sure that your application receives full consideration, you must fill it out completely and accurately. Applications are considered active for 30 days from the date they are filed. After 30 days, the applications are retired to an inactive file and held in inactive status for a period of time required by law. If you have not been hired within 30 days of the date you filed your application and you wish to be considered for positions that come available after that date, you must return to this office and fill out a new application or update your old application.

Revision: 05/6/09

# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION (Please print)

DATE OF APPLICATION	FULL NAME		
STREET ADDRESS		CITY	STATE ZIP
HOME PHONE	CELL PHONE	EMAIL ADDRESS	
S.S. #	DRIVER'S LICENSE #	ARE YOU 18 YRS. OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

## POSITION DESIRED:

POSITION FOR WHICH YOU ARE APPLYING:	HOURS AVAILABLE FOR WORK:	RATE OF PAY DESIRED:
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## GENERAL QUESTIONS:

Are you employed now? <input type="checkbox"/> YES <input type="checkbox"/> NO	May we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever applied to this company before? <input type="checkbox"/> YES <input type="checkbox"/> NO	Where? _____ When? _____
If your application is considered favorably, what date are you available to begin work?	
If hired, would child care services be required for any of your children here at The Willow tree House If yes, please list requirements: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO	
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? If yes, please describe in full: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO	
<i>Proof of citizenship or immigration status will be required upon employment.</i>	
Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? If yes, please describe in full: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO	
If related to anyone in our employ, please state their name and employment location: _____	
Referral Source (circle): Advertisement Friend Relative Walk-in Employment Agency Other: _____	

EDUCATION	NAME & LOCATION OF SCHOOL	# YEARS	DID YOU GRADUATE?	DEGREE/DIPLOMA
Grammar School				
High School				
College				
Trade, Business or Correspondence School				
General subjects of special study or research work (qualifying work experience, i.e., home employment, volunteer work, etc.):				
Other special skills or training (languages, computers, etc.):				

**FORMER EMPLOYERS:** List below record of employment for the past 10 years, starting with the last one first. List all jobs. Explain gaps between employment, i.e. volunteer work, stay-at-home mom/dad, etc.

FROM	TO	EMPLOYER NAME, ADDRESS, PHONE #	SALARY	POSITION	REASON FOR LEAVING

**REFERENCES:** Give the names of three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	TYPE BUSINESS	PHONE #	YEARS ACQUAINTED

## **JOB APPLICANT AGREEMENT AND CERTIFICATION**

I certify that the information given by me in this application is true in all respects, and I agree that if the information is found to be false in any way, it should be considered sufficient for denial of employment or discharge. I authorize the use of any information in this application to verify my statements. I authorize the past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between The Willow Tree House and myself for either employment or for the providing of benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon The Willow Tree House unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at anytime and that The Willow Tree House retains the same right.

I understand that prior to being offered employment with The Willow Tree House I may be requested to take an employment examination. In the event that I have a disability, which will affect my ability to take the test, I will so inform The Willow Tree House prior to the administration of the test so that reasonable accommodation can be made. Requested accommodations may include accessible testing sites, Modified testing conditions and accessible testing formats. The Willow Tree House reserves the right to require medical documentation concerning the need for accommodation.

I understand that employment policies and rules are not conditions of employment and that the employer may revise policies or procedures in whole or in part at any time.

I understand that this application will be kept active for 30 days from the date completed, after which time I would have to re-apply in accordance with company procedures.

I certify that I have never been convicted of and it has never been shown by credible evidence, i.e. a court or jury, a department investigation or other reliable evidence that I have abuse, neglected or deprived a child or adult or have subjected any person to serious injury as a result of intentional or grossly negligent misconduct.

I understand that as a condition of the application The Willow Tree House will perform a federal, state and local criminal history and records check and by signing this application I acknowledge my understanding of this and my consent to such checks and any updated reports.

I understand and agree that upon request by my employer and when applicable at any time during the term of my employment. I must present evidence of a valid driver's license record check with the appropriate authorities.

I understand a confidentiality letter must be signed and kept on file at the school.

CPR and First Aid are prerequisites for employment at any Willow Tree House Schools you have 30 days from date of your signature to supply proof of certification.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_