



# Carrington Academy

Educational Campus For Children®

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION (Please Print)

<b>Date of Application</b>		<b>Full Name</b>		
_____		_____		
<b>Street Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
_____		_____	_____	_____
<b>Home Phone</b>	<b>Cell Phone</b>	<b>Email Address</b>		
_____	_____	_____		
<b>S.S#</b>	<b>Driver's License #</b>	<b>Are you 18 yrs. or Older?</b>	<b>Date of Birth</b>	
_____	_____	Yes / No	_____	

### POSITION DESIRED

<b>Position For Which You are Applying:</b>	<b>Full or Part Time:</b>	<b>Rate of Pay Desired:</b>
_____	_____	_____

### GENERAL QUESTIONS

<b>Are you currently employed? Yes / No</b>	<b>May we contact your employer? Yes / No</b>
_____	_____

**If your application is considered, what date are you available to begin work?**

**Are you an American citizen? Yes /No If not, do you have a Visa for immigration Status?**

**Proof of Citizenship or immigration status will be required upon employment.**

**Referral Source (circle): Advertisement / Friend / Relative / Walk -In / Other:**

**Have you been convicted of or charged with a crime or felony?**  
**Yes / No Describe:**

_____
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**EDUCATION**

Education	Name and Location of School	# of Years Attended	Did you Graduate?	Degree/Diploma
Elementary School				
High School				
College				
Other				

**FORMER EMPLOYERS:** List below record of employment for the past 10 years, stating with the last one first. Please list gaps between employment, i.e. volunteer work, stay at home, etc. If you need additional space, please use the back of this page.

From:	To:	Employer Name, Address, Phone Number	Position & Duties	Reason for Leaving

**REFERENCES:** Please give the name of three persons not related-two business references and one personal reference.

Name	Address	Type of Business	Phone Number	Years Acquainted

## JOB APPLICATION AGREEMENT

I understand that the information given by me in this application is correct to the best of my knowledge. I agree that if the information is found to be false in any way, it should be considered sufficient for denial of employment or termination.

I have never been convicted of and it has never been shown by credible evidence, that I 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.

I understand that as a condition of the application process Carrington Academy will perform a federal, state, and local criminal history and records check and possible finger print check. By signing this application I acknowledge my understanding of this and my consent to such checks and any updated reports.

It is the policy of Carrington Academy to give random drug test screening. By signing this form I agree to random drug tests.

I agree to follow the policies and procedures of Carrington Academy. I also understand that the policies and procedures can change at the discretion of the owners.

CPR and First Aid are required for employment at Carrington Academy. You must obtain proof of certification within thirty days from date of being hired.

Carrington Academy is a smoke free, drug free facility.

During the first thirty days of employment you will be considered an "Introductory Employee" in training, during which time you are free to terminate your employment with Carrington Academy at any time, with or without reason. Carrington Academy has the right to terminate your employment at any time, with or without reason during this time period.

I authorize Carrington Academy to inquire as to my records with any or all persons including former employees.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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**OFFICE USE ONLY:**

Start Date: \_\_\_\_\_

Position: \_\_\_\_\_

Salary: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Directors Signature

\_\_\_\_\_  
Date