



PLEASE READ CAREFULLY

(Applicants Certification and Agreement)

I hereby certify that the Facts set forth in the above employment are true, accurate, and complete to the best of my knowledge. I understand that if I am employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make investigation on my personal history, financial, and credit record through any investigative or credit agencies or bureau of your choice.

Signature of applicant: _____ **Date:** _____

DO NOT WRITE BELOW THIS LINE

Date interviewed: _____ **By whom:** _____

Results of Interview: _____

Acceptable Proof of Employment: Yes No

Start Date: _____ **Starting Salary:** \$ _____

Approved by Whom: _____ **Position** _____

Special Instructions: _____

Last Date of Work: _____ **Resigned/Terminated**

Reason: _____

Ending Salary: \$ _____

Nettles Academy
105 Jules Ave
Jefferson, Louisiana 70121
(504)832- 44
www.nettlesacademy.com

Employment Application

Today's Date: _____

DOH: _____

PERSONAL INFORMATION

Name: _____ / _____ / _____
First Middle Last

Driving License _____ Social Security Number: _____

Address

Physical: _____ City: _____ State: ____ Zip: _____

Mailing: _____ City: _____ State: ____ Zip: _____

Is physical address the same as mailing address? If Yes, please check the box.

How long have you lived at this address? _____

Email Address: _____

Home Phone No.() _____ Alternate Phone No.() _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Physical: _____ City: _____ State: ____ Zip: _____

Phone No. () _____

GENERAL INFORMATION

How did you hear about us? _____

Are you available to work any hours? _____

Have you worked for Nettles Academy in the past? Yes/No When? _____

Any relatives or friends working for us? Yes/No Name(s): _____

What Position are you applying for? _____

Full time / Part Time

IF HIRED

When will you be able to start: _____

Do you have a reliable means of transportation? _____

PRIOR WORK IDSTORY:

List in order of most recent to least recent. (Present/current first, then previous employers).

Dates:

From _____ to _____ Employer: _____

Address: _____

Telephone No. _____

Supervisor: _____ Ending Salary: \$ _____

Reason for leaving: _____

From _____ to _____ Employer: _____

Address: _____

Telephone No. _____

Supervisor: _____ Ending Salary: \$ _____

Reason for leaving: _____

From _____ to _____ Employer: _____

Address: _____

Telephone No. _____

Supervisor: _____ Ending Salary: \$ _____

Reason for leaving: _____

May we contact the employers listed? Yes/No If no, indicate which one(s) you do not wish for us to contact. _____

List three personal references, exclude former employers and relatives.

1. _____ Telephone Number: _____

2. _____ Telephone Number: _____

3. _____ Telephone Number: _____

List any other experiences, skills, or qualifications which would especially enhance you with working with this organization. _____

EDUCATIONAL BACKGROUND

Grade School Attended: _____ How many years? ___

Graduated? _____ What year? _____

High School Attended or GED: _____ How many years? ___

Graduated? _____ What year? _____

College: _____ How many years? ___

Graduated? _____ What year? _____

Post Graduate: _____ How many years? ___

Business or Trade School? _____ How many years? ___

Graduated? _____ What year? _____

ADDITIONAL BACKGROUND INFORMATION

What city were you born in? _____ **Are you a U.S. Citizen?** ___

How old are you currently? ___

Sex: F ___ M ___ **Height:** _____ **Current Weight:** _____ lbs.

Marital Status: _____ **How many dependents?** _____

Driver license Number or State ID #: _____

Expiration Date: _____ (Please submit a Copy of ID or State ID.)

Have you ever been bounded? _____ **When?** _____

Do you have a criminal record? _____

If yes, please explain. _____

**** Before you can work in any licensed childcare center,
a satisfactory criminal background check must be received. ****