

NETTLES ACADEMY INC.
105 Jules Avenue
Jefferson, Louisiana 70121
(504)832-1044

Please Print Plainly

Employment Application

Today's Date: _____

PERSONAL INFORMATION

Name: _____ / _____ / _____

D.O.B: _____ Social Security No. _____

Address: _____ Zip Code: _____

How long have you lived at this address: _____

Home Telephone No.: () _____

Alternate No. () _____ Email Address: _____

Emergency Contact Name and Number: _____

Are there any medications or psychological problems that would hinder you from working at the Nettles Academy? Yes/No If yes what medication? _____

What psychological problem? _____ When? _____

GENERAL INFORMATION

How did you hear about us? _____

What Position are you applying for? _____ **Full Time/Part Time**

Are you available to work any hours? _____ Preference: _____

Have you worked for Nettles Academy in the past? _____ When? _____

Any relatives or Friends working for us? _____

IF HIRED

When would you be able to start: _____

Do you have a reliable means of transportation? _____

PRIOR WORK HISTORY: List in order of present first, then last employer.

Dates: (Continues on Second Sheet)

From _____ to _____ Employer: _____

Address: _____

Telephone No. _____

Supervisor: _____ Ending Salary: \$ _____

Reason for leaving: _____

PRIOR WORK HISTORY: List in order of present first, then last employer.

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 or Ged Attended: _____ 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 dl 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.***

PLEASE READ CAREFULLY

(Applicant's 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 of Employment: _____yes _____No

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

Approved by Whom : _____ **Position** _____.

Special Instructions: _____

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

Reason: _____.

Ending Salary: \$ _____