

EMPLOYMENT APPLICATION

Sullivan Preschool

10 Hawthorne Lane

Sullivan, IL 61951

217.728.7511

Sullivan Preschool is an equal opportunity employer. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the school.

The information requested in the application is confidential and will be used solely for the purpose of evaluating the applicant for employment at Sullivan Preschool. Please **PRINT** clearly in ink.

Personal Information

| | | | | | |
|---|--|---|---|-----------------------------|-----------------------------------|
| Last | First | MI | SS# | Email | |
| Address | | City, State | Zip Code | Home Phone | Cell Phone |
| Date of Birth | Circle the position(s) you are applying for: Director Office Worker Teacher Aide Kitchen Custodian | | | | |
| Have you ever been convicted of a felony? | | Yes No | If YES, please provide dates and details: | | |
| Are you a U.S. citizen? | Yes No | Are you able to meet the attendance requirements of the position? | Yes No | Type of employment desired: | Full-time Part-time Temporary |

Employment History (List your most recent employers first)

| | | | |
|-------------|-----------|---------------------------------------|-----------------------|
| From: | To: | Employer: | Address: |
| Phone: | Position: | | Job Responsibilities: |
| Supervisor: | | May we call for reference? Yes No | Reason for leaving: |
| From: | To: | Employer: | Address: |
| Phone: | Position: | | Job Responsibilities: |
| Supervisor: | | May we call for reference? Yes No | Reason for leaving: |
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| Phone: | Position: | | Job Responsibilities: |
| Supervisor: | | May we call for reference? Yes No | Reason for leaving: |

Educational Background

| | Name and Location | Last Year Completed | Degree | Graduation Date |
|---------------|-------------------|---------------------|--------|-----------------|
| High School | | 9 10 11 12 | | |
| College | | 1 2 3 4 | | |
| Post-Graduate | | | | |
| Trade School | | | | |

Skills and Qualifications

List any experiences you have had with children in an educational and/or leadership role (i.e. Sunday school leader, scout leader, etc.) Also, list any other particular skills you have that would enhance the learning environment at Sullivan Preschool (playing a musical instrument, speaking a foreign language, etc.)

Professional References (Please Do **NOT** include family or friends)

| | | | |
|----------|--------|---------------|------|
| Name: | Phone: | Relationship: | |
| Address: | City: | State: | Zip: |
| Name: | Phone: | Relationship: | |
| Address: | City: | State: | Zip: |
| Name: | Phone: | Relationship: | |
| Address: | City: | State: | Zip: |

Disclaimer: By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falseification of this information may prevent me from being hired or it may lead to my dismissal if hired. I also provide consent for my former employers to be contacted regarding my work record.

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

Please tell us how you heard about us and/or who wncouraged you to apply: