



Submit to Human Resources Department
 Email: HR@earlydevelopmentservices.com
 Mail: PO Box 1747, Seaside, CA 93955
 Office: (831) 393-2246 / Fax: (831) 393-2247
 Website: www.earlydevelopmentservices.com

APPLICATION FOR EMPLOYMENT

PLEASE PRINT: All blanks must be completed.

Personal	Last Name		First Name		Middle Name		Preferred Name			
	Current Address				City		State		Zip Code	
	Home Phone No.			Mobile Phone No.			E-mail Address			
	How did you hear about our company?									
	Have you ever been employed with Early Development Services before?							<input type="checkbox"/> YES <input type="checkbox"/> NO		
	If YES, list the dates of prior employment _____ to _____									
	Do you have any relatives who currently work for EDS?							<input type="checkbox"/> YES <input type="checkbox"/> NO		
	If YES, please identify them below									
Name of relative _____				Current Position _____						
Name of relative _____				Current Position _____						
Are you at least 18 years or older?							<input type="checkbox"/> YES <input type="checkbox"/> NO			
Are you legally eligible to work in the United States?							<input type="checkbox"/> YES <input type="checkbox"/> NO			
Proof of employment eligibility will be required if hired.										

Employment Desired	What position(s) are you applying for?		Teacher/Classroom Positions	
	Mark position(s) you are qualified and applying		Enter a number (1-4) in order of interest	
	Teacher Assistant		Infant (6 weeks - 12 months)	
	Associate Teacher		Toddler (12 months – 24 months)	
	Lead Teacher		Young Preschool (2 years – 3 years)	
	Site Supervisor		Preschool (3 years – 4 years)	
	Foodservice			
	Other:			
What is your work schedule preference?				
FULL-TIME <input type="checkbox"/> YES <input type="checkbox"/> NO		PART-TIME <input type="checkbox"/> YES <input type="checkbox"/> NO		Date available to start:
_____ am to _____ pm		_____ am to _____ pm		
Have reviewed the job description or had the essential functions of the job explained to you?				<input type="checkbox"/> YES <input type="checkbox"/> NO
After reviewing the job description, and physical requirements of the job for which you are applying, are you able to perform the essential functions of the job, with or without reasonable accommodation?				<input type="checkbox"/> YES <input type="checkbox"/> NO

Education and Training	Education	Name and Location of School	Subjects Studied Major	Degree Received	Dates Attended
	High School/ General Education Development Institution			<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> NONE	Not Required
	Undergraduate College				
	Graduate College				
	Professional Trade, Business, Technical, or Other				
Are you Adult and Pediatric First Aid/CPR/AED Certified? <input type="checkbox"/> YES <input type="checkbox"/> NO A "NO" answer will not disqualify you from consideration for the position. If YES, enter exp. Date _____					
Computer Skills and Software Applications: List software applications and level of proficiency for each (Beginner, Intermediate, Expert).					
List any job-related training, skills, certificates, credentials, licenses, permits and other qualifications that would enhance your ability to perform the position(s) applied.					
Teacher/Classroom Positions					
List all Early Childhood courses you have completed for credit with a "C" or better: (Attach a separate sheet of paper, if necessary)					
	Course Name	Name and Location of School	Year	No. of Units	
What other experience have you had in working with young children, other than teaching, that is a benefit to your foundation of work experience in early childhood education?					
What is your philosophy regarding childhood/children?					
What qualities do you have that make you an outstanding early childhood educator?					
What do you want to be doing professionally in three years?					

Please attach a copy of your transcripts, professional and/or trade certifications to your completed application (if applicable).

Most Recent Employer		
Employment Data	Company Name	Telephone No. Supervisor Name and Title
	Your Job Title	Dates Employed From To
	Duties	Reason for Leaving
	Is your position related to Child Development/Family Service Experience? <input type="checkbox"/> YES <input type="checkbox"/> NO If still employed, may we contact your current employer <input type="checkbox"/> YES <input type="checkbox"/> NO	

Second Most Recent Employer		
Employment Data	Company Name	Telephone No. Supervisor Name and Title
	Your Job Title	Dates Employed From To
	Duties	Reason for Leaving
	Was this position related to Child Development/Family Service Experience? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Third Most Recent Employer		
Employment Data	Company Name	Telephone No. Supervisor Name and Title
	Your Job Title	Dates Employed From To
	Duties	Reason for Leaving
	Was this position related to Child Development/Family Service Experience? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Fourth Most Recent Employer		
Employment Data	Company Name	Telephone No. Supervisor Name and Title
	Your Job Title	Dates Employed From To
	Duties	Reason for Leaving
	Was this position related to Child Development/Family Service Experience? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Professional References		
List 3 individuals who are familiar with your work ability. Do not include relatives or names of supervisors listed.		
	Name	Address/Phone Years Known/Relationship
1.		
2.		
3.		
Personal Reference		
List 1 individual you have known for more than 1 year.		
1.		

All employees will be fingerprinted, and a criminal record check conducted.				
Background Check	If employed, can you submit verification of your legal right to work in the United States?			<input type="checkbox"/> YES <input type="checkbox"/> NO
	A. Have you ever been convicted of an offense other than the following:			<input type="checkbox"/> YES <input type="checkbox"/> NO
	1. Minor traffic violations for which the fine was \$50 or less than before April 5, 1984 or \$100.00 or less on or after April 1984: OR			
	2. Any offense which was finally settled in a juvenile court or under a welfare youth offender law. (Offense which fall under numbers 1 and 2 above need not be reported.)			
	B. Has your driver's license ever been suspended or revoked?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If your answer to A or B is Yes, provide the following information:				
	Date	Location	Nature	Disposition

Applicant Note - Please read carefully before signing

This application is intended for use in evaluating your qualifications. Neither this application form nor any other parts of consideration obligates Early Development Services to offer employment. If hired, such employment shall be considered "at will" and this application is not intended to constitute a contract of continued employment. Early Development Services or you may terminate employment at any time and for any reason, with or without cause and without prior notice. False or misleading statements during an interview or on this form may result in the refusal to hire or termination of employment. Applicants are considered for positions without discrimination on the basis of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other consideration made unlawful by applicable federal, state or local laws. No representative of Early Development Services has the authority to make any assurance to the contrary.

Additional testing of job-related skills may be required. **After an offer of employment, and prior to reporting to work, new hire employees must be fingerprinted upon an offer of employment. New hires must pay for their own fingerprint costs at the time that they are fingerprinted. New hire employees will be tested for the presence of drugs in their body and must submit to a medical review by a medical professional designated by the company.** No new hire may begin employment until Early Development Services has received clearance by the Department of Justice (DOJ), the Federal Bureau of Investigations (FBI), the Child Abuse Central Index (CACI) and Early Development Services Human Resources has notified the new hire that he/she is approved to start work.

Certification and Release

I certify that I have read and understand the applicant note on this form and have given to Early Development Services true and complete information on this application. No requested information has been concealed.

I understand and acknowledge that Early Development Services is a drug, alcohol, and smoke free working environment. Smoking is prohibited in all indoor areas and perimeters of the Company's facilities in accordance with applicable state and local laws.

I authorize Early Development Services to contact references provided for employment and personal reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Applicant's Signature _____ Date _____

Received			