



Early Development Services, Inc.
 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

Equal Employment Opportunity Statement

Employment decisions will be based on the principles of equal opportunity. All personnel actions (recruiting, hiring, training, promotion, compensation, etc.) are administered without regard to any characteristic protected by state, federal or local law, assuming said characteristic does not interfere with the performance of essential job functions. Reasonable accommodations will be made for disabilities and religious beliefs. Please inform us of any necessary accommodations to the application process.

PLEASE PRINT:

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 been employed with Early Development Services, Inc. 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 permitted to work in the United States?								<input type="checkbox"/> YES <input type="checkbox"/> NO		
Proof of employment eligibility will be required within three working days of employment.										

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 - 18 months)		
			Associate Teacher				Toddler (18 months – 36 months)		
			Master Teacher				Preschool (3 years – 4 years)		
			Site Supervisor				School-Age (K – 5 th Grade)		
			Foodservice						
			Other						
What is your work schedule preference?								Date available to start:	
FULL-TIME <input type="checkbox"/> YES <input type="checkbox"/> NO _____ am to _____ pm				PART-TIME <input type="checkbox"/> YES <input type="checkbox"/> NO _____ 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	
Can you perform all necessary job function 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				
Additional Information					
You may exclude information which would reveal sex, race, religion, national origin, age, color, disability, sexual orientation or other protected status.					
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 applicable to the position(s) in which are you applying.					
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	
Briefly describe your experience in working with young children outside of teaching and how this impacted your interest to further your work experience in early childhood education.					
Explain your philosophy regarding childhood/children.					
Describe what makes you stand out as an early childhood educator.					
Describe your professional goals and how you would fit in with the Early Development Services, Inc.					

Please provide a copy of your transcripts, professional and/or trade certifications to your completed application (if applicable). You may exclude information which would reveal sex, race, religion, national origin, age, color, disability, sexual orientation or *other protected status*.

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.		
References	Name	Address/Phone
	Years Known/Relationship	
	1.	
	2.	
	3.	
Personal Reference		
List 1 individual you have known for more than 1 year.		
	1.	

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, Inc. 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, Inc. 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, Inc. has the authority to make any assurance to the contrary.

Early Development Services, Inc. conducts background checks on all job applicants after a contingent offer of employment has been extended. *State law requires that persons associated with licensed facilities be fingerprinted and disclose any conviction. A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty. Fingerprints will be used to obtain a copy of any criminal history you may have.* **Job applicants must pay for the fingerprint costs at the time that they are fingerprinted.**

Early Development Services, Inc. is committed to protecting the safety and well-being of all employees in our workplace. **All job offers are contingent upon a job applicant's ability to successfully complete a physical and pass a drug test conducted by a medical professional designated by the company. Every job applicant will be required to complete a physical and pass a drug test before he or she may officially be hired by Early Development Services, Inc.**

No new hire may begin employment until Early Development Services, Inc. has received all clearances which includes but is not limited to the Department of Justice (DOJ), the Federal Bureau of Investigations (FBI), the Child Abuse Central Index (CACI), the designated medical professional and Human Resources of Early Development Services, Inc. has notified the new hire that he or she is approved to start work.

APPLICANT'S STATEMENT

I certify that the information provided in this application is true, to the best of my knowledge.

I understand that providing false or misleading information at any time during the application and interview process may lead to refusal to hire or discharge from Early Development Services, Inc. If I become employed by Early Development Services Inc., I agree to follow all rules and regulations of Early Development Services, Inc. as they develop and change.

I allow Early Development Services, Inc. to conduct investigations on me, my background and my performance, and am aware that such investigations will become a part of my employment record. With this, I authorize Early Development Services, Inc. to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employers and references to provide any information about me to Early Development Services, Inc., and release them of liabilities and damages of all kinds for providing this information. I authorize Early Development Services, Inc. to verify the accuracy of the information within this application. I also authorize the release of my educational transcripts to Early Development Services, Inc. for education verification purposes.

I release Early Development Services, Inc. from liability for collecting information about me and using it to make employment decisions.

If I become employed by Early Development Services, Inc., I understand that the employment relationship will be "at will," and that the "at will" status may not change at any time unless specifically approved, in writing, by the CEO of Early Development Services, Inc.

I agree that if I become indebted to Early Development Services, Inc., I will be responsible for repaying the total owed upon termination from Early Development Services, Inc. If I do not repay the sum prior to my final paycheck being received, the money owed will be deducted from my pay.

This application for employment is valid for the next 90 days. I understand that if I wish to be considered for employment after this period of time, I must apply again.

Applicant's Signature _____

Date _____