

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

POSITION DESIRED: \_\_\_\_\_ Full-Time Part-Time

DATE AVAILABLE TO START: \_\_\_\_\_

Are you available to work any time as scheduled between the hours of 6:30am and 6:30pm? Yes No  
If No, please complete the availability schedule form on page 4 of this application.

**EDUCATION**

HIGH SCHOOL:		YEAR GRADUATED:
COLLEGE:		CITY/STATE:
FROM:	TO:	DEGREE/PROGRAM:
		YEAR GRADUATED:
COLLEGE:		CITY/STATE:
FROM:	TO:	DEGREE/PROGRAM:
		YEAR GRADUATED:

Please list any additional Educational/Specialized Training you have received related to the job for which you are applying.

A copy of your high school diploma and any registry certificates will be required if you are hired by Great Beginnings. A complete list of all training courses must be completed. Failure to provide these documents within 30 days will result in termination.

## EMPLOYMENT HISTORY

Please list your prior work experience starting with your most recent place of employment. Please include up to three. Complete employment history for the past two years is required.

EMPLOYER NAME:	<b>GENERAL JOB RESPONSIBILITIES</b>		
ADDRESS:			
PHONE:			
POSITION HELD:			SUPERVISOR:
LENGTH OF EMPLOYMENT FROM:			TO:
SALARY STARTING:			ENDING:
REASON FOR LEAVING			
MAY WE CONTACT THIS EMPLOYER:      Yes      No			

EMPLOYER NAME:	<b>GENERAL JOB RESPONSIBILITIES</b>		
ADDRESS:			
PHONE:			
POSITION HELD:			SUPERVISOR:
LENGTH OF EMPLOYMENT FROM:			TO:
SALARY STARTING:			ENDING:
REASON FOR LEAVING			
MAY WE CONTACT THIS EMPLOYER:      Yes      No			

EMPLOYER NAME:	<b>GENERAL JOB RESPONSIBILITIES</b>		
ADDRESS:			
PHONE:			
POSITION HELD:			SUPERVISOR:
LENGTH OF EMPLOYMENT FROM:			TO:
SALARY STARTING:			ENDING:
REASON FOR LEAVING			
MAY WE CONTACT THIS EMPLOYER:      Yes      No			

## PERSONAL/PROFESSIONAL REFERENCES

Do not include family or members of your household.

NAME	PHONE NUMBER	RELATIONSHIP TO YOU	PROFESSION

Please answer the following questions.

- |   |     |    |
|---|-----|----|
| 1. Are you at least 18 years of age?  | Yes | No |
| Can you provide proof of your age if required?  | Yes | No |
| 2. Are you a U.S. citizen or have appropriate documentation to show you are eligible to work in the U.S.? | Yes | No |
| 3. Have you ever been convicted of a felony?  | Yes | No |

## APPLICANT'S STATEMENT & SIGNATURE

I certify that the answers and information given herein are true, correct and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview may result in termination.

All applicants hired will be on a provisional basis pending a criminal record check by the Department of Justice.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Please submit this form by:

Email: [recurtis@greatbeginningsllc.com](mailto:recurtis@greatbeginningsllc.com)

Mail: Great Beginnings Learning Center, LLC  
1285 N. Second Street  
Platteville, WI 53818

## AVAILABILITY SCHEDULE

Must be completed for any applicant not able to work any time between 6:30am and 6:30pm.

NAME \_\_\_\_\_

SCHEDULE VALID Starting \_\_\_\_\_ Ending \_\_\_\_\_

DAY	TIMES AVAILABLE
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Available during winter break?      Yes      No

Available during summer break?      Yes      No

Comments: