

New Adventures Learning Center

Employment Application

An Equal Opportunity Employer



1051 Orrin Road
Prescott, WI 54021
Phone (715) 262-4245
Fax (715) 262-3155

Our Philosophy: We believe that most of life's learning, including how to learn, occurs in the first five years of life. Children learn best by having a wholistic approach where social, emotional, physical, communicative and intellectual needs are all met. The learning process is based upon developmental achievements, the child's individual style of learning and experiential background. Each child we serve is unique.

GENERAL INFORMATION: to be completed by Applicant

How did you hear about us? _____

Date: _____ Name: _____ Social Security #: _____

Address: _____ City: _____ State: _____ Zip: _____

Main Phone Number: _____ Cell Home

Alternate Phone Number: _____ Cell Home

Email Address: _____

Interest Area: ___ Infants ___ Toddlers ___ Preschool ___ School Age

Desired Salary: _____ Availability: _____

New Adventures is open Monday – Friday 6 am-6 pm. Please list your availability during those hours.

Do you wish: ___ Full-time ___ Part-time (# of hours per week) _____

Have you previously worked for New Adventures? ___ Yes ___ No

Do you have any relatives or friends who currently work for New Adventures?

___ No ___ Yes – if so, who _____

Are you 18 or over? ___ Yes ___ No

Date of High School diploma or G.E.D. _____

Have you ever been convicted of a felony or gross misdemeanor?

___ No ___ Yes – if so, explain: _____

Do you give this organization permission to conduct a criminal background check?

_____ Yes _____ No

CERTIFICATIONS, LICENSES HELD AND EDUCATIONAL CLASSES

Title	Certification or License #

Employment History: List your last 4 employers below. Start with the most recent or current.

<u>Dates of employment</u>	<u>Name & Address of Employer</u>	<u>Hours Worked & Salary</u>	<u>Position</u>	<u>Reason for Leaving</u>

New Adventures is a at will employer. We maintain a drug free environment. At any given time, New Adventures Management has the right to ask any employee to comply with a random drug test. As an employee you would be expected to abide by this rule.

Conditions of Employment - New Adventures Learning Center sets high standards for its employees and compliance with these standards is a condition of employment. If you are offered a position with New Adventures Learning Center, you need to carefully consider what we would require of you before you accept.

- Following our standards of professionalism
- Proper telephone etiquette
- Smiling and making eye contact with parents & children
- Arriving 5 minutes prior to the start of your shift
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Being honest and dedicated to your work
- Maintaining a professional appearance and complying with the company dress code
- Completing necessary training requirements and personnel forms

- Following all directions, policies and procedures
- Meeting standards of work quality and quantity
- Showing initiative to complete daily and routine tasks in a timely manner
- Are you willing to comply with all the requirements listed? _____ Yes _____ No

Please explain if answer is no:

ADDITIONAL INFORMATION YOU WISH TO PROVIDE:

Important: Please read the following information before signing.

I understand and agree that:

- Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal or, if employed, termination from employment
- This organization will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by this organization and I release from liability any person giving or receiving such information.
- I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
- New Adventures Learning Center is an at – will employer and can terminate my employment at any time for any reason. I further understand that I may terminate my employment at any time for any reason.
- My employment may be terminated at any time without liability for wages or salary except as may have been earned at the date of such termination.
- This is an application for employment and that no employment contract is being offered.
- If I am employed, such employment is for definite period of time and that this organization can change wage, benefits and conditions at any time.

I have read and understand the above stated.

Date _____ Applicant Signature _____