

Interview Date: _____
Time _____ With _____

Start Date _____
Hours _____ Where _____

Application for Employment

Abacus Early Learning Centers

Name _____ Social Security # _____

Address _____
Street City State Zip Code

Phone Number _____ Alternate Phone Number _____

To work in an Indiana licensed child care facility you must:

1. Be 18 years of age (for 2-12 years olds) and 21 years of age (to work with infants or toddlers).
2. Have at least a GED or high school diploma.
3. Pass an Indiana State Criminal check.
4. Be free of communicable diseases (physical and TB test required).
5. Have and pass a drug screening (the director will tell you where to get this test).

Your highest level of education _____ Major courses studied _____

Position applying for _____ Rate of Hourly Pay expected _____

List any specialized training you may have that would enable you to perform the job duties required by a child care facility (CPR, First Aid training, baby-sitting, parenting, teaching ...)

Have you ever worked for us before? YES NO When? _____

Have you worked under a different name? YES NO Name _____

If hired when will you be able to start work? _____

Do you want to work full-time or part-time? _____ What days? _____

Hours wanting to work _____ Do you have reliable Transportation? YES NO

List any Professional Certifications or Specialized Trainings

Prior Work History
(list in order, last or present employer first):

Name of business	Name of Supervisor	Phone Number
Duties performed		
Reason for leaving		
Dates of Employment		Salary
Co-worker(s) Name for Reference		Phone #

Name of business	Name of Supervisor	Phone Number
Duties performed		
Reason for leaving		
Dates of Employment		Salary
Co-worker(s) Name for Reference		Phone #

Name of business	Name of Supervisor	Phone Number
Duties performed		
Reason for leaving		
Dates of Employment		Salary
Co-worker(s) Name for Reference		Phone #

May we contact the employers listed above? _____ If not, indicate below those which you do not wish us to contact.

Personal References (exclude relatives and former employers)

Name	Phone Number	Years known
1. _____		
2. _____		

Describe the importance of teamwork

Describe your philosophy on discipline

Give a brief description of what you would do on a typical day at Abacus

Occasionally, an "Application for Employment" does not summarize the total qualifications of the applicant. To assist us in finding the proper position for you in our company, use the space below to describe any additional information you feel is necessary to explain your full qualifications.

If hired, what are your future career goals with our center

Are you either a U.S. citizen or an alien who has the legal right to work in this country?

YES NO (Please complete an I-9 form during your interview process).

Have you been convicted of a felony? YES NO If yes, please explain: _____

Persons convicted of a felony cannot be employed by licensed child care centers in the state of Indiana.

I certify that the answers to the questions on this application and the information I have supplied are true and complete to the best of my knowledge. I authorize Abacus to investigate by background and to confirm information contained in this application. I release Abacus and /or any other person, organization, or institution from any and all liability that may result from any investigations into my background conducted by Abacus and its management staff.

Thank you for completing this application form and for your interest in working for us. Abacus Early Learning Centers and Abacus Management Company adhere to a policy of equal employment opportunity. All employment decisions are made without regard to race religion, age, sex, color, national origin or handicap and in full compliance with all federal and state laws. Your opportunity for employment with us is based on your merit, past experience, and your ability to perform the job.

I understand that misrepresentation or omission of facts on this application, or any other Abacus records, will be cause for the rejection of my application or my immediate discharge should I subsequently be employed. Further, I accept that nothing in this application, or in granting of an interview, implies or should be understood as a promise of employment. I also understand that should I be subsequently employed by Abacus, I have the right to terminate my employment at any time and that Abacus may at its discretion terminate my employment at any time with or without prior notice.

Signature of Applicant

_____ Date _____

FOR OFFICE USE ONLY

References called: _____

Comments: _____

