

# Employment Application



Date: \_\_\_\_\_

Full Name:	Best number to reach you at:	
Address:	Zip Code:	DOB:
Email:		

Dear Little Knights Applicant:

Thank you for choosing Little Knights for your career path. We are dedicated to hiring top professional who are energetic, motivated, and possess integrity. Little Knights is an Equal Opportunity Employer. Applicants must show they understand and are able to meet the following requirements for employment by initialing each item below.

Requirements for Employment (Please initial if applicable to you)

- Is a High School Graduate or has G.E.D
- Applicant can write and speak fluent English
- Applicant is at least 18 years or older.
- Has United States Citizenship or is legally authorized to work in the United States.
- Is able to sit on the floor and in the children's chairs often
- Is physically able to get up and down from floor activities
- Will maintain a professional appearance and conduct
- Has the ability to meet all job requirements which might vary.
- All hired employees are subject to Random Drug Test.
- Employees found under the influence of drugs or alcohol or with controlled substances within Little Knights will be immediately dismissed.
- Respect Little Knights Facility as drug free, smoke-free environment

## **Criminal offenses- Criminal background checks will be conducted on all applicants.**

- I have not pled guilty, no contest or been convicted of any criminal offense
- I HAVE pled guilty, no contest or been convicted of a criminal offense.  
Explain: \_\_\_\_\_
- I have not been the subject of an indictment, arrest or an official criminal complaint
- I HAVE been the subject of an indictment, arrest or an official criminal complaint.  
Explain: \_\_\_\_\_



**Professional Experience (begin with most recent)**

<b>Begin/End Date</b>	<b>Employer Name/Address</b>	<b>Supervisors name</b>	<b>Your Title and Duties</b>	<b>Reason for Leaving</b>

**Please Answer the following questions:**

**1. What are your career goals and objectives?**

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**2. Why do you think Little Knights should hire you?**

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**3. Define Professional conduct. How does it apply to a daycare?**

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**4. Define Customer service and how it relates to a daycare setting?**

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**5. What does a typical two-year-old classroom look like?**

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**6. What would your best friend say your strengths and weaknesses are?**

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**7. What was your attendance record at your previous jobs?**

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I hereby affirm that I have responded to all inquires on this form fully and frankly, and all the information contained in my application is true and correct. I understand that any misrepresentation or falsification on any of the Little Knights Application forms or documents may result in possible termination, or if the problem comes to light after hire, it can result in immediate dismissal from employment. I further consent and agree to submit to any job related medical exams, drug tests that might be required and agree to provide any information that may be needed to facilitate such test.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date