



EARLY LEARNING CENTER  
phone (847) 680-4433

## Poko Loko Staff Application

DATE OF APPLCATION \_\_\_\_\_

### Personal Information

POSITION APPLIED FOR  DIRECTOR  TEACHER  ASSISTANT  OTHER \_\_\_\_\_

FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

BIRTH DATE \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

Are you currently employed?

Yes

No

On what date would you be available to work? \_\_\_\_\_

Are you willing and able to perform all of the duties associated with being a staff member of Poko Loko Early Learning Center?

Yes

No

Have you ever been convicted of or do you currently have charges pending against you for any crime against life or bodily injury, or which substantially relates to the care or activities of children?

Yes

No

Are you currently abusing drugs or alcohol?

Yes

No

Do you smoke or use tobacco products?

Yes

No



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### EDUCATION

High School Name Years Completed

Undergraduate College Name Course of Study Years Completed

Other (Specify) Course of Study Years Completed

*Please attach a copy of your most recent transcript to this application.*

### Employment Experience

#### Experience #1

Employer Telephone Number(s)

Address

Job Title Supervisor's Name

Reason for leaving

Dates Employed Hourly Rate/Salary

#### Experience #2

Employer Telephone Number(s)

Address

Job Title Supervisor's Name

Reason for leaving

Dates Employed Hourly Rate/Salary

*If you need additional space, please continue on a separate sheet of paper.*

Other Direct, Unpaid Experience with Children *(Such as scout work & Sunday School Teacher)*

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### References *(At least three character and/or business references from persons not related to the employee)*

#### Reference 1

Name	Relationship
Phone #	Length of Relationship

#### Reference 2

Name	Relationship
Phone #	Length of Relationship

#### Reference 3

Name	Relationship
Phone #	Length of Relationship

### Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date