

## APPLICATION FOR EMPLOYMENT

Town & Country Early Learning Centers (hereafter "TCELC") is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. TCELC considers applicants for all positions without regard to race, color, religion, gender, national origin/ancestry, age, disability, marital or civil union party status, sexual orientation or any other legally protected status. TCELC is committed to providing equal opportunity in compliance with all applicable laws.

### PERSONAL INFORMATION

Last Name,	First Name	Middle
Address:    Number    Street	City	State    Zip Code
Telephone Number(s):    Home	Current Work	Cell
Email Address		

How did you hear about us?     Newspaper     Internet     Other \_\_\_\_\_

Are you either a U.S. citizen or an alien authorized to work in the United States?     Yes     No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?     Yes     No

If employment is offered, can you produce documentation required by law to establish work authorization and identity?     Yes     No

### EMPLOYMENT DESIRED

Position(s) applied for: \_\_\_\_\_ Hourly Rate/Salary desired? \_\_\_\_\_

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

Are you available to work:     Full-time     Part-time

Can you work overtime if your job requires it?     Yes     No

Are there any hours or days you cannot or will not work? If yes, please explain.     Yes     No

**EDUCATION AND TRAINING**

	Name and Location of School	Course of Study	Years Completed	Diploma/Degree
Middle School		NA	5 6 7 8	
High School, Prep School		NA	9 10 11 12	
College, University			1 2 3 4	
Graduate, Trade, Business School				

Academic Scholarships/Awards \_\_\_\_\_

Describe any specialized training, licenses or certifications: \_\_\_\_\_

Has any license or certification you have held been surrendered, suspended or revoked for any reason? If so, please explain: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Have you ever been dismissed, involuntarily terminated or forced to resign from employment?  Yes  No  
If yes, please explain: \_\_\_\_\_

Starting with your **most recent employment**, provide your complete employment history for the past 10 years. Include any job-related military service assignments and volunteer activities. Please be aware that your current employer may be contacted unless you ask us not to do so. If you provide a resume that contains some of the requested information, you must nonetheless complete the fields marked by an asterisk (\*).

Employer\* \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Hourly Rate/Salary\* \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_

Duties & Accomplishments \_\_\_\_\_

Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving\* \_\_\_\_\_

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Employer\* \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Hourly Rate/Salary\* \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_  
Reason for leaving\* \_\_\_\_\_

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Employer\* \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Hourly Rate/Salary\* \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_  
Reason for leaving\* \_\_\_\_\_

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Employer\* \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Hourly Rate/Salary\* \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_  
Reason for leaving\* \_\_\_\_\_

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Employer\* \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Hourly Rate/Salary\* \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_  
Reason for leaving\* \_\_\_\_\_

(If you need additional space, please continue on back of application or attach additional sheets.)

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REFERENCES

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Please provide names of 3 professional references, not related to you, whom you have known at least one year.

NAME

TITLE

HOME PHONE

BUSINESS PHONE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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SKILLS AND EXPERIENCE

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State any other skills or experience relevant to the job for which you are applying that you think may be helpful to us in considering your application:

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AT-WILL EMPLOYMENT DISCLAIMER AND APPLICANT'S AGREEMENT AND CERTIFICATION

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I certify that the answers given in this application are true to the best of my knowledge, I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate Town & Country Early Learning Centers (hereafter "TCELC").

*In consideration of my employment, I agree to conform to the policies and procedures of TCELC, as they may from time to time be implemented or revised, and that my employment and compensation are "at-will" and can be terminated with or without cause at any time for any lawful reason at the option of either TCELC or myself.* I

understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of TCELC that in any way would limit TCELC's right to terminate my employment at will. I understand that no supervisory, management or any other employee at TCELC has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of TCELC or conduct of anyone at TCELC should be interpreted to make such a guarantee, unless the President of TCELC specifically acknowledges such change in writing.

I understand that false or misleading information given in my application, resume, interview or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered. I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I may be subject to a drug test.

I understand that if I am paid a weekly salary, my salary is intended to compensate me for all hours I work, including any hours in excess of 40 hours in a work week.

**I have read, understood and agree to the foregoing.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE

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As part of the interview process, Town & Country Early Learning Centers (hereafter "TCELC") may conduct a background check. If you are hired, TCELC may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check, TCELC may obtain a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. A consumer report includes information regarding such issues as your credit standing, criminal record, motor vehicle record, character and reputation. If TCELC obtains a "consumer report" about you, and considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized. You may also contact the Federal Trade Commission in Washington, D.C., about your rights under the FCRA as a consumer with regard to "consumer reports" and the "consumer reporting agencies" that prepare these reports.

Your signature below authorizes TCELC to obtain consumer reports regarding you from consumer reporting agencies in connection with your application and during the course of your employment. Your signature also acknowledges your receipt of the Summary of Your Rights Under the Fair Credit Reporting Act, which is attached.

Please provide the following information so that TCELC may conduct the background check:

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License No: \_\_\_\_\_ State: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Former Name: \_\_\_\_\_ Dates Used: \_\_\_\_\_

Please note that the Consumer Reporting Agency, Avert, Inc., may contact you directly to request additional information needed to perform the background check and that you are required to comply with any such request for information as part of the application process.

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NOTICE OF EXPIRATION OF JOB APPLICATION

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This application for employment will remain active for thirty (30) days. After that time has passed you must reapply for further consideration.

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AUTHORIZATION TO COLLECT BACKGROUND INFORMATION

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I have applied for employment with Town & Country Early Learning Centers (hereafter "TCELC"). I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize representatives of TCELC to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, financial history, education, regulatory or police records, driving records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my employment at TCELC. I authorize all previous employers, references or other persons having knowledge of my record or myself to release such information to TCELC, and hereby release all persons from liability for any damage that may result from furnishing such information to TCELC. A photocopy of this authorization may be accepted in lieu of the original.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Print Former Name: \_\_\_\_\_ Dates Used: \_\_\_\_\_

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CRIMINAL BACKGROUND

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**THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY MEMBERS OF THE HUMAN RESOURCES DEPARTMENT, THOSE INVOLVED IN INTERVIEWING THE APPLICANT, AND THE PERSON(S) MAKING THE HIRING DECISION.**

Have you ever been convicted of or pleaded guilty or nolo contendere (no contest) to any violation of any state, federal, county or municipal law, other than a traffic violation.\*\*  Yes  No

If yes, please give information regarding the nature of the charge, the date and location of conviction and the final disposition of the case:

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\*\*Applicants are not required to disclose the existence of an arrest, criminal charge or conviction for which records have been "erased." The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

Any applicant whose criminal records were erased will be considered to have never been arrested and may so swear under oath. I understand that the information provided above will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_