

**The Clifton School**  
**EMPLOYMENT APPLICATION**

**PERSONAL:**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Position Desired \_\_\_\_\_ ( ) Full time ( ) Part time

Days/Hours Available \_\_\_\_\_ Pay Desired \_\_\_\_\_

When would you be available to begin work? \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ Do you have a valid Georgia Drivers

License? \_\_\_\_\_ Have you ever been discharged or forced to resign? \_\_\_\_\_

Some lifting of young children and some picking up and moving of furniture and equipment (10 to 50 lbs.) may be required. Do you have any physical or mental handicap that would interfere with your ability to perform the duties required by this position? \_\_\_\_\_

**EDUCATION:**

Name and Location of High School / College	Course of Study	# Years Completed	Did you Graduate?	Degree or Diploma

**PROFESSIONAL REFERENCES - (PREVIOUS SUPERVISORS ONLY):**

Name and Address	Company	Telephone

**EMPLOYMENT CONDITIONS:** The information that I have provided on this Application is complete and accurate to the best of my knowledge and subject to validation by The Clifton School. I understand and agree that any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of employment and if employed, dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EMPLOYMENT HISTORY:** Please give accurate, complete information regarding full-time and part-time employment beginning with current or most recent employer(s).

1. Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State ZIP  
Name of Supervisor \_\_\_\_\_  
State job title and describe your work \_\_\_\_\_  
Telephone \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/year  
Rate of pay: starting \_\_\_\_\_ ending \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2. Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State ZIP  
Name of Supervisor \_\_\_\_\_  
State job title and describe your work \_\_\_\_\_  
Telephone \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/year  
Rate of pay: starting \_\_\_\_\_ ending \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3. Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State ZIP  
Name of Supervisor \_\_\_\_\_  
State job title and describe your work \_\_\_\_\_  
Telephone \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/year  
Rate of pay: starting \_\_\_\_\_ ending \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

4. Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State ZIP  
Name of Supervisor \_\_\_\_\_  
State job title and describe your work \_\_\_\_\_  
Telephone \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/year  
Rate of pay: starting \_\_\_\_\_ ending \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Describe your experience working with children, including ages you have worked with:

What is your favorite age group to work with?

What is your favorite children's book?

Give three words that describe your self:

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

What would your best friends say are your 2 greatest strengths?

What would your best friends say are your 2 biggest weaknesses?

How do children learn?

Describe a creative activity you would do with children:

How would you handle the following situation?

Johnny's mother comes in angry because he has blue paint all over his new clothes:

**FOR OFFICE USE ONLY:**

**1<sup>st</sup> Reference:**

Name \_\_\_\_\_ Date Called: \_\_\_\_\_

Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

NOTES:

**2<sup>nd</sup> Reference:**

Name \_\_\_\_\_ Date Called: \_\_\_\_\_

Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

NOTES:

**3<sup>rd</sup> Reference:**

Name \_\_\_\_\_ Date Called: \_\_\_\_\_

Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

NOTES:

**4<sup>th</sup> Reference:**

Name \_\_\_\_\_ Date Called: \_\_\_\_\_

Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

NOTES: