

Cornerstone Learning Academy
Application for Employment

A PERSON WHO HAS BEEN CONVICTED OF A CRIME ENUMERATED IN SUBSECTION (A) OF SECTION 63-13-40 OF THE SOUTH CAROLINA CHILD CARE LICENSING LAWS WHO APPLIES FOR EMPLOYMENT WITH, IS EMPLOYED BY, OR SEEKS TO PROVIDE CAREGIVER SERVICES OR IS A CAREGIVER AT A FACILITY IS GUILTY OF A MISDEMEANOR AND, UPON CONVICTION, MUST BE FINED NOT MORE THAN FIVE THOUSAND DOLLARS OR IMPRISONED NOT MORE THAN ONE YEAR, OR BOTH

Position Applied For: _____ DATE: _____

NAME: _____ DOB: _____ SS# _____
 (First) (Middle) (Last)

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

PHONE NUMBER: _____ ALTERNATE CONTACT NUMBER: _____

EMAIL ADDRESS: _____

EDUCATION:

Please list all educational experience, starting with high school or GED (at a minimum, a high school diploma or GED is required for employment).

School:	City/State:
Years Attended:	Diploma/Degree Earned:

School:	City/State:
Years Attended:	Diploma/Degree Earned:

School:	City/State:
Years Attended:	Diploma/Degree Earned:

TRAINING/CERTIFICATIONS:

Please list any additional training you have completed, including the date of the training (CPR, First Aid, etc).

Type of Training/Certification	Date

ADDITIONAL SKILLS/EXPERIENCE:

Please list any additional skills, experience, or other information you feel may be relevant to your suitability for employment at the Center.

PRIOR JOB EXPERIENCE/PREVIOUS EMPLOYMENT:

Please list any prior/recent child care experience first; if no previous relevant experience, please list your three most recent employers.

Employer:	Supervisor Name:
Job Title:	Contact Information:
Dates Employed:	Reason for Leaving:

Employer:	Supervisor Name:
Job Title:	Contact Information:
Dates Employed:	Reason for Leaving:

Employer:	Supervisor Name:
Job Title:	Contact Information:
Dates Employed:	Reason for Leaving:

BACKGROUND CHECK:

To comply with state law, a criminal background check must be conducted for all prospective employees who will work with children. Submitting this application indicates that you agree to the criminal background check.

Have you ever been convicted of any crime under the name you used on this application or under any other name?

_____ Yes _____ No

If yes, please explain when, where, & disposition of case.

Do you have, or have you been treated, for any mental or physical disability which could affect your ability to work with children? _____ If yes, please explain: _____

AVAILABILITY:

Please indicate the days and time you are available to work, as well as any days/times you cannot work.

Monday	Tuesday	Wednesday	Thursday	Friday

REFERENCES:

Please do not list family relatives. We recommend listing persons such as coworkers, teachers, etc., who have knowledge of your qualifications for the position for which you are applying. We will personally speak with each of your references, so we recommend that you let your references know to expect a call from us.

Name	Phone Number	Relationship

*

This job requires a minimum of 15 clock hours of DSS mandated child care training per calendar year. Do you understand that if you are hired you will be responsible for acquiring this training, that you are responsible for the costs (if any) of this training, and that the training must be completed on your own time?

_____ Yes (**initial**)

***Please read & sign the statement below.**

I certify that, to the best of my knowledge & belief, the information given truly represents my background & experience. I understand that if I have knowingly misrepresented or falsified any of the application information I may be disqualified for employment consideration or dismissed from employment.

I authorize my current & former employers to give any information regarding my employment, together with any information regarding me whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same. I also permit this employer to make a background investigation of me.

Signature _____ Date _____

Please submit this application along with your resume and cover letter to:

Cornerstone Learning Academy
700 South Converse St.
Spartanburg, SC 29306