

# EMPLOYMENT



# APPLICATION

Please **PRINT** all information clearly. Answer all questions unless you have provided a resume with the same information. Date: \_\_\_\_\_

### Personal Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Are you at least 18 years old? \_\_\_\_\_

Email \_\_\_\_\_

### Education Circle highest level of education and supply information for each category

High School 9 10 11 12 Name of High School \_\_\_\_\_ Location \_\_\_\_\_

College 1 2 3 4 Major & Degree \_\_\_\_\_

Name of College \_\_\_\_\_ Location \_\_\_\_\_

Name of Graduate School \_\_\_\_\_ Location \_\_\_\_\_

### Employment Desired (Check one)

\_\_\_\_\_ Part time \_\_\_\_\_ Summer/Holiday Only

Desired # of weekly hours: \_\_\_\_\_ 3-15 \_\_\_\_\_ 15-30 \_\_\_\_\_ 30+

Hourly Wage Expected: \_\_\_\_\_ Date you can start working: \_\_\_\_\_

Hours available to work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

Will you be able to work:

Thanksgiving Weekend(Fri.-Sun)? \_\_\_\_\_ Week/Weekend Prior to Christmas? \_\_\_\_\_ Spring Break? \_\_\_\_\_ Summers? \_\_\_\_\_

Do you have any restrictions on your ability to perform the duties of the applied-for position? \_\_\_\_\_

### Special Talents, experience, interests (Check all that apply)

- \_\_\_\_\_ Knowledge of Child Development
- \_\_\_\_\_ Merchandising, display and window design
- \_\_\_\_\_ Teaching/leading groups of children
- \_\_\_\_\_ Thrive in High-energy setting with little chance to sit down
- \_\_\_\_\_ Artistic
- \_\_\_\_\_ Organized and great with details

- \_\_\_\_\_ Experience in Retail Sales
- \_\_\_\_\_ Event Planning and Execution
- \_\_\_\_\_ Computer Database Skills
- \_\_\_\_\_ Creative Idea Person
- \_\_\_\_\_ Managing people
- \_\_\_\_\_ Love people!

Other talents and skills you bring to our store:

\_\_\_\_\_  
\_\_\_\_\_

**Previous Employment Record**

Have you ever been employed by Learning Express? \_\_\_\_\_ If so, when/where? \_\_\_\_\_

What interested you in Learning Express? \_\_\_\_\_

Are you presently employed? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

Start with your most recent employment and go back three jobs. Include any relevant military experience.

1. Employed from \_\_\_\_\_ to \_\_\_\_\_ Company \_\_\_\_\_

Location \_\_\_\_\_ Telephone # \_\_\_\_\_

Position and Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Lowest Salary \_\_\_\_\_ Highest Salary \_\_\_\_\_

Reasons for leaving \_\_\_\_\_

2. Employed from \_\_\_\_\_ to \_\_\_\_\_ Company \_\_\_\_\_

Location \_\_\_\_\_ Telephone # \_\_\_\_\_

Position and Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Lowest Salary \_\_\_\_\_ Highest Salary \_\_\_\_\_

Reasons for leaving \_\_\_\_\_

3. Employed from \_\_\_\_\_ to \_\_\_\_\_ Company \_\_\_\_\_

Location \_\_\_\_\_ Telephone # \_\_\_\_\_

Position and Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Lowest Salary \_\_\_\_\_ Highest Salary \_\_\_\_\_

Reasons for leaving \_\_\_\_\_

**Pre-employment Statement:**

I hereby affirm that the information provided on this application (and any resume submitted) is true and complete. I understand that any false or misleading statements or omissions may disqualify me from further consideration for employment and may result in my termination if discovered at a later date.

I understand that neither this application nor any other Learning Express document constitutes a contract of employment for a specific term and that my employment is "at will" and may be terminated at any time by me or Learning Express.

I hereby authorize Learning Express to investigate all information pertinent to my application to determine my qualifications for employment. I hereby authorize all persons and organizations having information relevant to my application to provide that information to Learning Express and will hold harmless Learning Express, its employees and agents and all those providing information to it from any liability arising out of or as a result of the provision or use of that information.

I understand that upon employment, the first 90 days is considered a probationary period. Following this period, Learning Express or I may decide to terminate our relationship without specifically stated cause.

I hereby acknowledge that I have read, understand and consent to the above statements.

**Applicant's**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

