



EMPLOYMENT APPLICATION

(PLEASE PRINT)

Providing care to children 6 weeks old – 4th grade
605 James Avenue in Albert Lea

Full Name: _____ Date: _____
Last First M.I.

Address: _____ Phone: _____
Street address Apt/Unit #

_____ Email: _____
City State Zip Code

Position applied for: _____

Have you ever been employed at this institution? Yes ☐ No ☐ If yes, when? _____

Date available: _____ Desired salary _____

Full-time ☐ Part-time ☐ Substitute ☐ If part-time, what days?

_____ Will you work on call, if necessary? Yes ☐ No ☐

Will you work other shifts in emergencies? Yes ☐ No ☐

Names and relationships of relatives employed at this institution.

EDUCATION

High school: _____ Address: _____

From _____ to _____ Did you graduate? Yes ☐ No ☐ Diploma: _____

College: _____ Address: _____

From _____ to _____ Did you graduate? Yes ☐ No ☐ Degree: _____

Other : _____ Address: _____

From _____ to _____ Did you graduate? Yes ☐ No ☐ Degree: _____

PREVIOUS EMPLOYMENT

Company: _____ Phone: _____

Address: _____ Supervisor _____

Job Title: _____ From: _____ to _____

Responsibilities _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: _____ Phone: _____

Address: _____ Supervisor _____

Job Title: _____ From: _____ to _____

Responsibilities _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: _____ Phone: _____

Address: _____ Supervisor _____

Job Title: _____ From: _____ to _____

Responsibilities _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: _____ Phone: _____

Address: _____ Supervisor _____

Job Title: _____ From: _____ to _____

Responsibilities _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

MILITARY SERVICE

Branch: _____

From: _____ to _____

Rank at discharge: _____

Type of discharge: _____

If other than honorable, explain: _____

REFERENCES

Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

Email: _____

Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

Email: _____

Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

Email: _____

Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

Email: _____

DISCLAIMER AND SIGNATURE

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release from employment.

Signature: _____

Date: _____