

\*Current certifications are preferred but **not required**. We are dedicated to training professionals eager to work in the childcare setting!

**Current Certifications:**

Current CPR & FA  Yes  No

Current Admin of Medication Certification  Yes  No

SafeServ  Yes  No

**Delaware Department Of Education Certifications**

- ECE Administrator \_\_\_\_\_
- ECE Curriculum Coordinator \_\_\_\_\_
- ECE Teacher \_\_\_\_\_
- ECE Asst Teacher \_\_\_\_\_
- ECE Intern \_\_\_\_\_
- ECE AIDE \_\_\_\_\_
- SA Administrator \_\_\_\_\_
- SA Curriculum Coordinator \_\_\_\_\_
- SA Site Asst. \_\_\_\_\_
- SA Intern \_\_\_\_\_



9010 Coastal Highway  
 Milford DE, 19963  
 (302) 265-0444  
 Mon-Fri 5:30a-7:00p

**Office Use Only:**

Date Interview Completed: \_\_\_\_\_

Interviewer: \_\_\_\_\_

**Employment Application**

**Personal Information**

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

DOB: \_\_\_\_\_ SSN#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

Drivers License State: \_\_\_\_\_ Drivers License # \_\_\_\_\_

Email Address: \_\_\_\_\_

Position:  Administrator  Teacher  Assistant Teacher  Intern/Aide  Front Desk  Chef  Substitute

Date Available: \_\_\_\_\_ Desired Pay: \$ \_\_\_\_\_  Hourly  Salary

Employment Desired:  Full-Time  Part-Time  Seasonal Reliable Transportation?  Yes  No

Days & Times Available: M: \_\_\_\_\_ T: \_\_\_\_\_ W: \_\_\_\_\_ Th: \_\_\_\_\_ F: \_\_\_\_\_

Are you willing to obtain certification for the position you are applying (if applicable)  Yes  No

**Employment Eligibility**

Are you legally eligible to work in the U.S.?  Yes  No

Have you ever worked for this company before?  Yes  No \*(If yes, list dates) \_\_\_\_\_

Are you a veteran?  Yes  No

Have you ever been convicted of a felony?  Yes  No \*(If yes, please explain) \_\_\_\_\_

**Education**

Highschool: \_\_\_\_\_ City/State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Graduate?  Yes  No

College: \_\_\_\_\_ City/State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Graduate?  Yes  No

Other: \_\_\_\_\_ City/State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Certificate/Diploma?  Yes  No

**Employment History: (Starting with current/most recent)**

Employer: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Starting Pay: \$ \_\_\_\_\_  Hourly  Salary Ending Pay: \$ \_\_\_\_\_  Hourly  Salary

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Employment History Continued:** (Starting with current/most recent)

**Employer:** \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
**Starting Pay:**\$ \_\_\_\_\_  Hourly  Salary **Ending Pay:**\$ \_\_\_\_\_  Hourly  Salary  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ to: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
**Starting Pay:**\$ \_\_\_\_\_  Hourly  Salary **Ending Pay:**\$ \_\_\_\_\_  Hourly  Salary  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Professional References**

**Full Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Questions:**

- 1). How did you find out about Employment? \_\_\_\_\_
- 2). Why should J.I.T.L.A hire you? \_\_\_\_\_  
\_\_\_\_\_
- 3). Is there anything you would like for us to know? \_\_\_\_\_  
\_\_\_\_\_

**Disclaimer:**

Thank you for your interest in Just In Time Learning Academy! J.I.T.L.A is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type responses clearly, and complete the application in its entirety in order for it to be considered.

Please complete each section EVEN IF you have submitted a resume.

I, the applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

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

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