



Interview date: _____
Hire date: _____
Position: _____
Wage: _____

Application for Employment

Date: _____ Name: _____

Phone number: (____) _____ E-mail address: _____

Address: _____

Mailing Address (if different from above): _____

How did you learn about us: _____

DESIRED EMPLOYMENT & AVAILABILITY

Position desired: _____ Available Start Date: _____

I am interested in working: Full-time (40 hrs. per week) Part-time, approximately _____ hours.
Seacoast Community School is open Monday through Friday 7:30am to 5:30pm and PEAK is open 7am until school starts, and from the end of school until 6 pm during regular school days. On no school days PEAK is open 7am-6pm Please state your available hours each day.

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Are there any other restrictions on your availability? _____

EDUCATION

School most recently attended: _____

Did you graduate? _____ If not, years completed: _____

Degree: _____ Major: _____ Minor: _____

If you do not have a degree in Early Childhood Education or Elementary Education, please list any college-level courses you have taken in these or related areas (or attach a transcript):

Other education related to early childhood and/or elementary:

WORK HISTORY

Please list your three most recent jobs, beginning with the most recent:

Company: _____ City & state: _____ Phone: _____
Dates employed: _____ Position: _____ Salary: _____
Reason for Leaving: _____
Person who can verify employment: _____

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Dates employed: _____ Position: _____ Salary: _____
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Person who can verify employment: _____

Have you ever been convicted of any crime, including sex-related or child abuse-related offenses? _____
If Yes, please explain: _____

OTHER QUALIFICATIONS

The following are requirements of most child-care jobs at SCS. Do you have any conditions that interfere with your ability to meet these requirements?

- Using eyes and ears to monitor the environment and children's activities to anticipate and prevent accidents or physical conflicts between children and provide for the safety of children? Yes No
- Lifting children weighing up to 40 pounds? Yes No
- Following a sequence of up to three directions? Yes No
- Being punctual and absolutely reliable about coming to work as scheduled? Yes No

Describe your work experience (both paid and volunteer) related to the position you are applying for:

What hobbies, skills or interests do you possess that might benefit children?

What are your major objectives for children in early and/or elementary childhood?

- 1.
- 2.

3.

REFERENCES

Please list three people who can speak to your workplace conduct/ethics and experience. Child care references, those who can speak to your work and interactions with children, preferred.

Please do not list relatives.

	<u>Name</u> _____	<u>Relationship</u> _____	<u>Phone number</u>
1.	_____		
2.	_____		
3.	_____		

Please read this statement carefully before signing:

- I authorize Seacoast Community School to inquire as to my record of any or all persons and of my former employers.
- In the event of my employment with Seacoast Community School, I agree to comply with the rules and regulations governing my employment. I understand that the first ninety (90) days of my employment are probationary, and if my services have not proved satisfactory, my employment may be discontinued on a week’s notice without prejudice.
- I certify that the information provided by me in this application is true and complete. I understand that any falsification, omission, or misrepresentation made by me on this application is grounds for refusal to hire or for dismissal.
- I understand and agree that if I am employed by Seacoast Community School, my employment will be at will, meaning that Seacoast Community School is free to terminate my employment at any time, for any reason, with or without cause and that I have the same rights. Employee handbooks, manuals, personnel policies and procedures at Seacoast Community School are not employment contracts and do not modify my status as an at-will employee.

Signature _____

Date _____

This application will be considered active for 30 days. For consideration after 30 days, you must reapply.

Seacoast Community School is an Equal Opportunity Employer.

100 Campus Drive Suite 20 * Portsmouth, New Hampshire 03801 * 603-422-8223 phone * 603-422-8227 fax