



The Learning Center

Application for Employment

Please Print

Name: _____

Social Security Number: _____ Application Date: _____

Present Address: _____

Phone: () _____ Alt Phone: () _____

Email Address: _____

When are you available to start work? _____

Are you eligible to work in the United States? Yes No

Check positions for which applying in order of preference by sequence (1,2,3,etc..)

___ Full Time ___ Part Time ___ Extended Day

	Name and Location of School	Course of Study	Number of years completed	Did you graduate? Date	Degree of Diploma
High School/Trade School					
Vocational/ Technical School					
College/ University					



The Learning Center is required by law to conduct a criminal background check on every new employee. Please note that disclosure of prior criminal history will not automatically bar employment. However, if this section is not truthfully completed, you may be recommended for dismissal from employment, regardless of when falsification is determined.

Arrest/Revocation Record

Have you ever been convicted, found guilty, entered a plea of nolo contendere (no contest), or had adjudication withheld in a criminal offense other than a minor traffic violation (DUI is not a minor traffic violation); or are there any criminal charges now pending against you? **Yes No**

Sealed or expunged records must be reported pursuant to s.943.058, FS. Failure to answer this question accurately could cause denial of employment. **A Yes or No answer is required by Florida Law.** If you check the Yes box, you must give information for each charge. Please attach a separate piece of paper if you need more space.

City Where Arrested	State	Date of Arrest	Charge(s)	Dispositions

Have you ever been convicted of a crime or received a penalty from a judge or another law enforcement agency? **Yes No**

Has a penalty or conviction ever been withheld or delayed or has probation been required as the result of your being arrested? **Yes No**

Do you currently have charges pending as a result of an arrest? **Yes No**

Has your driver's license ever been suspended or revoked? **Yes No**

Have you been found guilty of a traffic violation or infraction in the last five years? **Yes No**

Do you have a valid Florida Drivers License? **Yes No**

Number: _____



What is the employment status with your last or current employer?

Employed Resigned Terminated On Leave Suspended Laid Off

Employment History

Please give accurate, complete full time employment history for the past three years.

1. Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ Employment Dates: _____

Job Title and Description: _____

Ending Salary: _____ Reason for Leaving: _____

2. Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ Employment Dates: _____

Job Title and Description: _____

Ending Salary: _____ Reason for Leaving: _____

3. Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ Employment Dates: _____

Job Title and Description: _____

Ending Salary: _____ Reason for Leaving: _____



Non-Discrimination Notice

The Learning Center complies with and fully supports the Americans With Disabilities Act. We will make reasonable accommodations to any impairment an applicant might have that would make it difficult for that applicant to apply for employment with us. Each applicant will be evaluated on the basis of his/her ability, and no one asking for such accommodations will be discriminated against in any way.

It is the policy of The Learning Center not to discriminate on the basis of religion, race, national origin, color, sex, age, marital status, parental status, or handicap. Discrimination is prohibited in the recruiting, hiring, assigning, promoting, paying, demoting or the dismissing of employees of The Learning Center. Applicants for employment who feel they have been discriminated against may follow the grievance procedure listed in The Learning Center Policies and Procedures.

It is the policy of The Learning Center to provide a workplace free from tensions created by harassing remarks about one's ethnic background, religion, race, sex, marital status, age or disability. Although, we have a separate policy on sexual harassment, we restate that no sexual harassment will be tolerated in this company. Anyone engaging in harassment who is in violation of this policy will be subject to severe disciplinary measures up to, and including, termination for the first offense. Violations of this policy should be immediately reported to your supervisor or the Director. No one will be retaliated against for reporting a violation of this policy or for exercising any other rights accorded by law.

Agreement

I certify that I have answered each and every section of this application truthfully and completely. I understand that any incomplete or false information on this application may be just cause for rejection of my application for employment or dismissal in the event this application results in my employment. If employed, I agree to abide by the rules and regulations as set forth by The Learning Center as necessary to the proper conduct of its business.

Signed

Date