



EMPLOYEE APPLICATION

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Please read prior to completing this application: All information on this application must be truthful and correct. Falsification or misrepresentation on the application is cause for immediate dismissal. All employment will be based on a 90-day probationary period. A review will be conducted at the end of the 90 days. If after reading all information, you still want to be considered for a position, complete the application and return to the address or e-mail above.

Position Desired: _____ Date Available: _____
 Hire Date: _____

I. PERSONAL INFORMATION

Name:		S.S.N:
Address:		
Phone:	E-mail:	Citizenship:
List any skills, particular qualifications or achievements which qualify you for this job:		
Date you can start:	Best days and hours for you:	
Desired salary:	Who referred you to Azalea Park Learning Center:	
Have you ever held a child care license with the Department of Children and Families or been registered to provide child care in your home? <input type="checkbox"/> Yes <input type="checkbox"/> No		
While employed in a child care program, have you ever been the subject of disciplinary action, or been the party responsible for a child care facility receiving an administrative fine or other disciplinary action? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		
Have you ever been convicted of a felony or first-degree misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		
Have you ever been arrested or convicted of any crime involving child abuse or neglect? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		

II. EDUCATION

	Name And Location	Majors/Minors	Diploma/Degree
High School			
College			
CDA/CDA Equivalency			
Others			

III. WORK EXPERIENCE: List below all present and past employment starting with the most recent of any jobs you have held during the previous five (5) years or last five (5) jobs:

Company Name	1.	2.
Address		
City/State/Zip		
Phone		
Start Date		
Leaving Date		
Reason for leaving		

Company Name	3.	4.	5.
Address			
City/State/Zip			
Phone			
Start Date			
Leaving Date			
Reason for leaving			

Attach additional sheets if necessary.

IV. REFERENCES (Two references must be from previous employers)

Name/Position	Relationship	Address	Phone
1.			
2.			
3.			

Note: References will be checked and background check will be done.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize Azalea Park Learning Center to make such investigations and inquiries into my personal, financial, medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools and persons from all liability in responding to inquiries in connection with this application. In the event of employment, I understand that false or misleading information stated on my application or given in an interview may result in dismissal. I understand that I am required to abide by the rules and regulations of Azalea Park Learning Center.

Given the possibility of enrollment fluctuation, the validity of this agreement is contingent upon adequate enrollment which makes possible a cost effective program. While every effort is made to maintain announced work schedule, it might be necessary to adjust announced daily, weekly, monthly or yearly schedule due to low enrollment.

The responsibility of assigning duties to the employees within the limits of the job description rests with the administration. Employees will be expected to carry out these assignments to the best of their ability with a cooperative and helpful attitude. Assignments may not be altered without knowledge and permission of the administration.

Applicant's Signature

Date