



Berri Patch Preschool, Inc.

PRE-EMPLOYMENT APPLICATION

Personal Information

Name _____ Phone _____
Last First Middle

Address _____
Street City State Zip

Social Security Number: _____ Are you over the age of 18? _____

Have you ever been convicted of a crime? _____ Yes _____ No If yes, explain:

Employment Desired

I am applying for a position at the following Preschool location:

_____ 1320 Lake Washington Road; Melbourne, FL 32935

_____ 705 Malabar Road; Malabar, FL 32950

Position desired _____ Salary desired _____

Date you are able to begin employment _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Education

Name of School/College	Major	Dates Attended	Certificate or Degree	Completion Date
<u>High School:</u>				
<u>College/University:</u>				
<u>CDA:</u>				
<u>Administrator Credential:</u>				
<u>Trade School:</u>				

NOTE: A copy of all high school/college degrees/transcripts, GED, Certificates, etc. must be furnished prior to employment by Berri Patch Preschool, Inc.

Please list all licenses and certificates that you hold, qualifying you for the position desired.

Do you hold a CDA or equivalent? _____ If a CDA equivalent, explain. _____

Are there any special skills or talents that you may care to list which you feel qualify you for the position for which you are applying? _____

List memberships in professional organizations related and specifically early childhood education. _____

Employment History Include all employers over the past 7 years. Include any and all child care / preschool facilities by whom you were employed or for whom you have volunteered during this time.

Employer: Name / Address / Phone	Position	Dates Employed From / To	Salary	Reason for Leaving

Volunteer or unpaid experience in child care: _____

References

Professional: List at least two.

Name / Address	Title	Phone

Personal: List at least two.

Name / Address	Title	Phone

Why would you like to have this position? _____

What do you feel most qualifies you for this position? _____

What age group do you enjoy working with the most? _____ Why? _____

Are you willing to continue your education by enrolling in certain courses or training programs that may be recommended? _____

Would it be a problem for you to attend monthly staff meetings after scheduled business hours? _____

Have you ever worked or volunteered in a facility that has had a license denied, revoked, or suspended in any state of jurisdiction or which has been the subject of a disciplinary action or which has been fined while you were an employee / volunteer?
____ Yes ____ NO. If yes, explain: _____

I understand that the information requested in the preceding question is required by Florida State Law, Chapter 402.3055 and I attest to the accuracy of the information requested therein under penalty of perjury.

I have read the Berri Patch "Job Requirements", "Essential Functions of All Employees", "Personal qualities of All Employees", and the "Specific Job Descriptions", attached hereto and am able to fulfill all requirements and duties contained therein. ____ Yes ____ No

I understand that this is an application for employment and that no employment contract is being offered.

I understand that if I am employed, such employment is for an indefinite period of time, and that Berri Patch Preschool, Inc. may, at its option, change wages, benefits, hours, and conditions at any time. I also understand that I may voluntarily leave or be terminated at any time and for any reason.

I authorize Berri Patch Preschool, Inc. and its agents, to inquire as to my record of any or all persons and of my former employers.

I understand that misrepresentation or omission of facts called for is cause for immediate termination.

In the event of my employment with Berri Patch Preschool, Inc., I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the effective date.

I understand that there are multiple preschool locations and I may be transferred to another location in order to better serve the needs of the preschool and children enrolled therein by mutual agreement between myself and Berri Patch Preschool, Inc.

It is my understanding that the first 90 days of my employment are an orientation and if my services have not proved satisfactory, my employment may be discontinued without prejudice at any time during the orientation period.

Signature of Applicant

Date

Berri Patch Preschool, Inc

PRE-EMPLOYMENT DRUG TESTING POLICY

All job applicants at this Company will undergo screening for the presence of illegal drugs as a condition for employment.

Applicants will be required to voluntarily submit to a urinalysis test at a laboratory chosen by the Company, and by signing a consent agreement, will release the Company from liability.

(Any applicant with positive test results will be denied employment at that time.)

The Company will not discriminate against applicants for employment because of past abuse of drugs or alcohol. It is the current abuse of drugs or alcohol, which prevents employees from properly performing their jobs that the Company will not tolerate.

PRE-EMPLOYMENT AGREEMENT

PLEASE READ CAREFULLY

I freely and voluntarily agree to submit to a urinalysis (drug screen) as part of my application for employment. I understand that either refusal to submit to the urinalysis screen or failure to qualify according to the minimum standards established by the Company for this screen might disqualify me from further consideration for employment.

I further understand that upon commencement of employment with the Company, I may again be required to submit to a urinalysis screen. I understand that refusal to take a requested urinalysis screen or failure to meet the minimum standards set for the screen may result in immediate suspension or discharge.

In the event that employment commences prior to the Company receiving the drug test results, I understand that I will be immediately terminated if the result comes back positive, adulterated or substituted. I understand that a negative drug test result is required for consideration for permanent employment.

I have read in full and understand the above statements and conditions of employment.

Applicant's Signature

Date

Driver License Information:

State: _____ DL # _____