

APPLICATION FOR EMPLOYMENT



Corporate Headquarters
 3900 Old Highway 94, Ste 4 ♦ St. Charles, MO 63303
 Employment info (636) 219-6471 ♦ Main Phone/Fax (636) 244-0884
www.just4uschildcare.com

St. Charles locations:

1579 Old Hwy 94	2559 Raymond Dr.
St. Charles, MO 63303	St. Charles, MO 63301
Ph. (636) 925-2400	Ph. (636) 493-6030
Fax (636) 925-0500	Fax (636) 493-6031

O'Fallon locations:

1031 Bryan Rd.	192 Frontier Park Dr.
O'Fallon, MO 63366	O'Fallon, MO 63366
Ph. (636) 978-2694	Ph. (636) 978-8887
	Fax (636) 978-8887

Position applying for: _____ ♦ **Preferred wage?** \$_____/hr ♦ **Application Date:** _____

Applicant Information

Last Name: _____ First Name: _____ Middle Name: _____

List other names used: _____ ♦ Nickname: _____

Street Address: _____ ♦ City/State/Zip: _____

Phone number: _____ cell home check here if OK to leave a message

Social Security number: _____ ♦ Email address: _____

Have you ever applied to Just 4 Us before? Yes No If yes, which location? Hwy 94 Raymond Dr Bryan Rd Feise Rd

Have you ever been employed by Just 4 Us? Yes No If yes, which location? Hwy 94 Raymond Dr Bryan Rd Feise Rd

How did you hear about Just 4 Us?

Employee referral – first and last name of employee: _____

From one of the following:

- | | | |
|---|---|--|
| <input type="checkbox"/> Previously employed | <input type="checkbox"/> Sign on building/van | <input type="checkbox"/> Just 4 Us website |
| <input type="checkbox"/> Indeed | <input type="checkbox"/> Walk in/word of mouth | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Glassdoor | <input type="checkbox"/> Job fair | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Craigslist | <input type="checkbox"/> Jobs.MO.gov | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> Other online job board: _____ | <input type="checkbox"/> Newspaper/magazine _____ | <input type="checkbox"/> LinkedIn |
| <input type="checkbox"/> College job board: (list school) _____ | | |
| <input type="checkbox"/> College instructor: (name) _____ | | |
| <input type="checkbox"/> High School teacher/counselor (name) _____ | | |
| <input type="checkbox"/> Other: _____ | | |

Please read carefully before answering:

The Civil Rights Act of 1964 and other federal laws prohibit discrimination in employment because of race, color, creed, religion, sex, national origin, age, citizenship, disability, veteran status, sexual orientation, or familial status. The following information is needed for the position for which you are applying, for a legally permissible reason, including but not limited to security requirements, affirmative action, a bona fide occupational qualification, or business necessity.

Are you age 18 or older? Yes No *Employment is subject to verification of minimum legal age. Some positions require age 21 or older.*

Are you legally entitled to work in the United States? Yes No

Based on the job description/posted requirements, are you able to perform the duties of the position you're applying for? Yes No

Do you have a current driver's license? Yes No Type: regular class E other

Do you have a clean driving record? Yes No If no, describe: _____

Are you able to pass a criminal background check? Yes No

Employment History

List current or most recent first. Attach additional sheets if necessary

Resumes may be attached but to not replace the information requested

Business name:		Business phone (required):	Ending salary: \$ _____ per
Employment Dates: FROM: _____ TO: _____	City and State of business:	Supervisor's name	Position Held
<input type="checkbox"/> currently employed			

Description of job duties:

Reason for leaving?

May we contact? Yes No If no, why not?

Business name:		Business phone (required):	Ending salary: \$ _____ per
Employment Dates: FROM: _____ TO: _____	City and State of business:	Supervisor's name	Position Held
<input type="checkbox"/> currently employed			

Description of job duties:

Reason for leaving?

May we contact? Yes No If no, why not?

Business name:		Business phone (required):	Ending salary: \$ _____ per
Employment Dates: FROM: _____ TO: _____	City and State of business:	Supervisor's name	Position Held
<input type="checkbox"/> currently employed			

Description of job duties:

Reason for leaving?

May we contact? Yes No If no, why not?

Please explain any gaps in employment: _____

Other Related Experience

Please list any other related experience, including volunteer work, student teaching, etc. _____

Education

	Name and location of school	Did you graduate?	Course of Study
High School/GED		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> College <input type="checkbox"/> Tech/Vocational		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> College <input type="checkbox"/> Graduate school		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Special skills or Certifications

Do you have any special certifications, training or skills that are relevant to the position you are applying for? Please list and describe:

Availability

Please list the times you are available to work each day between 6 am and 12 midnight:

	<u>Start time</u>	<u>End time</u>	
Monday			Are you available to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
Tuesday			Are you available to work evenings? <input type="checkbox"/> Yes <input type="checkbox"/> No
Wednesday			Are you interested in <input type="checkbox"/> Part time <input type="checkbox"/> Full time <input type="checkbox"/> Summer only
Thursday			Comments regarding availability:
Friday			I would be able to start: <input type="checkbox"/> ASAP <input type="checkbox"/> After 1 week <input type="checkbox"/> After 2 weeks <input type="checkbox"/> after 30 days

References

Please provide the name, email address and daytime phone number of 3 work related references who have specific knowledge of your skills, abilities, and experience related to the position you are applying for. If you do not have any work experience, please list instructors, clergy, or other individuals who can vouch for your character. Please do not include family members.

Name	Email and daytime phone number	
		<input type="checkbox"/> Current supervisor <input type="checkbox"/> Previous supervisor <input type="checkbox"/> Current coworker <input type="checkbox"/> Previous coworker <input type="checkbox"/> Instructor/teacher <input type="checkbox"/> Other _____
		<input type="checkbox"/> Current supervisor <input type="checkbox"/> Previous supervisor <input type="checkbox"/> Current coworker <input type="checkbox"/> Previous coworker <input type="checkbox"/> Instructor/teacher <input type="checkbox"/> Other _____
		<input type="checkbox"/> Current supervisor <input type="checkbox"/> Previous supervisor <input type="checkbox"/> Current coworker <input type="checkbox"/> Previous coworker <input type="checkbox"/> Instructor/teacher <input type="checkbox"/> Other _____

Pre-employment Statement – please read and sign

- The information I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in any of my application materials or during my interview may result in my application not being considered further, or if employed, termination from employment.
- Any offer of employment I receive is contingent upon successful completion of the company's pre-employment screening process, which includes receipt by the company of satisfactory reference checks and that I must successfully pass a background check, motor vehicle check, physical examination, and tuberculosis check. I understand that some or all of the associated costs for these items may be my responsibility.
- I agree, if hired, to comply with the policies, rules, regulations, and procedures of the company. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the option of either the company or myself.
- I authorize and request that all of my present and former employers furnish information about my employment record, including reason for termination, performance, abilities, and other qualifications for employment, and hereby release them from any and all liability for damages arising from furnishing the requested information.**

Signature: _____ Date: _____