Which location(s) are you available to work at?	___X___Highland 2450 Lincoln St.	_____Merrillville 86 E. 70th Ave.	_____Merrillville 6111 Harrison St.
What position are you applying for?	___X___Lead Teacher	_____Assistant Teacher	_____Cook



HAPPY STAFFING

Employment Application

APPLICANT INFORMATION

Last Name	First Name	M.I	Date
Street Address		Apt./Unit #	
City	State	Zip	
Phone	Email Address		
Date Available	Social Security No.	Desired Salary	
Position applying for	Are you over the age of 18?	YES ☐	NO ☐
Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S? YES ☐ NO ☐
Have you ever worked for this company?	YES ☐	NO ☐	If so, when?
Have you ever been convicted of a felony?	YES ☐	NO ☐	If yes, please explain?
What are your hobbies and interest?			
What is the date of your last physical exam?			
Do you have any limitations? ☐YES ☐NO	If yes please explain?		

What type of employment are you looking for?	Full TIME AM PM	Part TIME AM PM	Summer AM PM

What days are you available to work?

Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM

EDUCATION

High School		Address	
From	To	Did you graduate?	Degree?
College		Address	
From	To	Did you graduate?	Degree?
Other		Address	
From	To	Did you graduate?	Degree?

Completion of this section authorizes the company to verify academic credentials

Did you hold any licenses or certificates that pertain to the position you are applying for?	
Do you have any special skills or job experiences for the position you are applying for?	

REFERENCES			
Please list any three professional references.			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT						
Company				Phone	( )	
Address				Supervisor		
Job Title		Starting Salary:	$	Ending Salary:	$	
Responsibilities						
From		To		Reason for leaving:		
May we contact your previous supervisor for a reference?	YES ☐	NO ☐				
Company				Phone	( )	
Address				Supervisor		
Job Title		Starting Salary:	$	Ending Salary:	$	
Responsibilities						
From		To		Reason for leaving:		
May we contact your previous supervisor for a reference?	YES ☐	NO ☐				
Company				Phone	( )	
Address				Supervisor		
Job Title		Starting Salary:	$	Ending Salary:	$	
Responsibilities						
From		To		Reason for leaving:		
May we contact your previous supervisor for a reference?	YES ☐	NO ☐				

MILITARY SERVICE					
Branch		From		To	
Rank at discharged		Type of Discharge			
If other than honorable, explain					

I authorized Happy Staffing to inquire as to my record of any or all persons and of my former employers. In the event of my employment with Happy Staffing, 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 date effective and understand that by doing so I forfeit any benefits I may have been entitled to. It is also my understanding that the first 3 months of my employment are probationary. It is important to understand that completing my probationary period is not a guarantee of continued employment; continuation is always contingent on satisfactory performance and conduct, and if my services have not proved satisfactory, my employment may be discontinued without prejudice.

Disclaimer and Signature			
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.			
Signature		Date	

STAFF USE ONLY

Date of Interview	Date of Hire/First Day	Rate of Pay

Comments:
