

**APPLICATION**  
**FOR**  
**EMPLOYMENT**



We at Once Upon A Child are committed to a policy of equal treatment and opportunity in every aspect of our employment relations without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected class status. This includes, but is not limited to, recruiting, hiring selection for training, transfers, promotion, compensation, and any company sponsored social and recreational programs.

## PLEASE PRINT

Name \_\_\_\_\_ Date \_\_\_\_\_

Present Address \_\_\_\_\_  
Street City State Zip

Social Security # \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Referred by  Advertisement  Agency  Person  Other \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.?  Yes  No State age if under 18 \_\_\_\_\_

Position applying for \_\_\_\_\_ Salary expected \_\_\_\_\_

Are you available to work  Full-time  Part-Time Specify schedule limitations \_\_\_\_\_

Date available for work \_\_\_\_\_ List friends or relatives in our employ \_\_\_\_\_

Were you previously employed by us?  Yes  No If yes, when \_\_\_\_\_

Other name(s) used while attending schools or places of employment indicated on this form \_\_\_\_\_

Can you perform the functions of this job with or without reasonable accommodations?

Yes  No If No, please explain: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, please explain: (Note - A conviction alone will not automatically bar you from employment.) \_\_\_\_\_

Military Service?  Yes  No Branch of service and rank \_\_\_\_\_ Dates of Service \_\_\_\_\_

Special Training \_\_\_\_\_

## EDUCATION

Name and Location	Course of Study	Scholastic Average	Dates of Attendance	Graduated		
				Yes/No	Mo/Year	Degree
High School/GED			N/A		N/A	
College						
Vocational						
Other						

Additional comments regarding education \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SKILLS

List Computer Software Packages in which you are proficient \_\_\_\_\_ What languages do you:  
\_\_\_\_\_ speak fluently \_\_\_\_\_  
Cash Register \_\_\_\_\_ 10-Key \_\_\_\_\_ write fluently \_\_\_\_\_  
Other Skills \_\_\_\_\_ read fluently \_\_\_\_\_

# EMPLOYMENT HISTORY

(List present or most recent employer first)

Name of Company \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Salary \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title \_\_\_\_\_ Date Started \_\_\_\_\_ Date Left \_\_\_\_\_  
Job Description \_\_\_\_\_

Reason for Leaving:

Name of Company \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Salary \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title \_\_\_\_\_ Date Started \_\_\_\_\_ Date Left \_\_\_\_\_  
Job Description \_\_\_\_\_

Reason for Leaving:

Name of Company \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Salary \_\_\_\_\_ Phone \_\_\_\_\_  
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Supervisor \_\_\_\_\_ Salary \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title \_\_\_\_\_ Date Started \_\_\_\_\_ Date Left \_\_\_\_\_  
Job Description \_\_\_\_\_

Reason for Leaving:

**AUTHORIZATION FOR BACKGROUND CHECK: I authorize Once Upon A Child to verify employment, except as noted below, as well as conduct criminal and vehicular record check.**

Indicate those you do not wish contacted: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## REFERENCES

Please list three persons other than relatives or personal friends, who can judge your work ability.

1) Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

2) Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

3) Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

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Please use the space provided below to summarize any additional information necessary to fully describe your qualifications.

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### ● PLEASE READ ●

All information written on this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation of facts in this application disqualifies me from further consideration - or if employed - is grounds for dismissal. I understand that any employment offer is contingent upon satisfactory references and I authorize Once Upon A Child to investigate past employment and education history, as well as references given on application.

I understand that if employed such employment may be terminated for just cause, or no cause, by Once Upon A Child or myself at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its Owner, and then only when in writing and signed by the Owner, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I fully understand and agree to all statements above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### OFFICE USE ONLY

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Referral Source \_\_\_\_\_ Hired \_\_\_\_\_ Not Hired \_\_\_\_\_

Starting Date \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_

Location \_\_\_\_\_ Reporting To \_\_\_\_\_