

# APPLICATION FOR EMPLOYMENT



100 Main Street  
 P.O. Box 67 Danube, MN 56230  
 (320) 826-2280 [www.littlelambseclc.org](http://www.littlelambseclc.org)

Position applied for: \_\_\_\_\_

Date of application: \_\_\_\_/\_\_\_\_/\_\_\_\_

## GENERAL INFORMATION

Name: \_\_\_\_\_

Last

First

Middle

Address: \_\_\_\_\_

Street

City

State

Zip

Phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ M / F

Have you been convicted of a crime in the past? YES / NO

If yes, please explain \_\_\_\_\_

## EDUCATION

Name and Location of School	Number of years attended	Did you graduate?	Major
High School -		Y / N	
College -		Y / N	
Trade School -		Y / N	

List other training, certification, or licenses held (for example: CPR, First Aid, Abusive Head Trauma/Beyond Back to Sleep):

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Related volunteer experience:

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### **CHILD CARE WORK EXPERIENCE**

	Years of Experience	Rank Preference to Work With
4 Weeks - 1 ½ Yrs .		
1 ½ Yrs. - 3 Yrs.		
3 Yrs. - 5 Yrs.		

Describe your experiences in brief detail:

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## AVAILABILITY

Circle One: Part Time Full Time	Date Available to Start:
Days/Hours Available to Work:	
Monday Tuesday Wednesday Thursday Friday	

Desired pay rate (\$/hr): \_\_\_\_\_

## EMPLOYMENT HISTORY (Most recent first)

Dates (including months and years)	Name, Address, and Phone number of Employer	Name of Supervisor and Your Title	Rate of Pay	Reason for Leaving
From: _____			Starting: _____	
To: _____			Final: _____	

Describe Major Duties:	
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Dates (including months and years)	Name, Address, and Phone number of Employer	Name of Supervisor and Your Title	Rate of Pay	Reason for Leaving
From: _____			Starting: _____	
To: _____			Final: _____	

Describe Major Duties:	
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Dates (including months and years)	Name, Address, and Phone number of Employer	Name of Supervisor and Your Title	Rate of Pay	Reason for Leaving
From: _____			Starting: _____	
To: _____			Final: _____	

Describe Major Duties:	
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**REFERENCES (3 are required)**

Name	Phone number	Relationship, Years Acquainted

Before a position is offered, you will be required to prove that:

1. You have not been convicted of child abuse or child neglect.
2. You have not been convicted of a felony involving harm or threatened harm to an individual.

Little Lambs Learning Center is a non-profit organization and does not provide unemployment pay.



## ACKNOWLEDGMENT AND AUTHORIZATION

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

In accordance with MN requirements, a criminal history record check, a Minnesota central registry screening and a national central registry screening will be conducted.

A typed name is considered a signature.

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Applicant's signature

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Date

### EQUAL OPPORTUNITY EMPLOYER

The state of Minnesota and Little Lambs Learning Center does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability for the provision of services and complies with the provisions of the Minnesota Human Relations Act.