



Discovery Learning Center
 2314 Indian Trail
 Harker Heights, TX 76548
 (254) 698-4610



Application for Employment

Full Name (Last, First, Middle, Maiden) _____ **Date** _____

Current Address _____ **City** _____ **State** _____ **Zip Code** _____

Telephone Number _____ **Are you at least 18 years of age?** Yes / No

Education	Name of Institute	Location (City, State)	# of Years Attended	Subjects Studied	Type of Diploma/Degree
High School					
College					
Trade/Business					

Special Training or Skills: (related to the job for which you are applying)

Position for which you are applying: _____ **Salary:** \$ _____ per hour

Terms of employment: Full Time _____ Part Time _____ **Date you can begin work:** _____

Are you employed now? Yes / No **If yes, may we contact your present employer?** Yes / No

Former Employers: List the most recent first. Explain gaps between employment (i.e. volunteer work, domestic engineer, etc.).

Start Date	Ending Date	Employer Name	Address & Telephone #	Positions Held	Reason for Leaving

It is our policy to provide equal employment opportunities to all qualified persons with regard to all terms and conditions of employment. We comply with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age, sex or any other protected characteristics. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.



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May we contact your former employers for basic referral information? Yes / No

Professional References: Give the names of three persons not related to you, whom you have known at least one year and whom we may contact.

Name	Address & Telephone #	Years Acquainted	Relationship to You

Please explain in detail why you want to work in the Child Care profession:

Please explain what interests you in working in a private Christian facility:

Please explain in how you feel your talents and character would benefit the program at Discovery Learning Center:

I hereby certify that all the information given is true, correct and complete. I agree that if any information is found to be false, it could result in my application being rejected, and if I am employed, my employment may be terminated, whenever it is discovered.

Applicants Signature: _____ Printed Name:

Date: _____

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Applicant Certification, Agreement, and Release

Please initial by each item and sign the completed form as requested.

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_____ I expressly authorize, without reservation, this company, its representatives, employees or agents to verify the accuracy of all the information provided in this application, resume, or job interview and to thoroughly investigate any aspect of my prior educational and employment history. I authorize my former employers and any other person, all references, schools, organizations, entities, firms or corporations to release information, answer all questions asked concerning my past work history and general character without giving me prior notice of such disclosure. I further release and hold harmless any and all companies and individuals, along with Discovery Learning Center and its employees and representatives from any and all claims, demands, damages, and liability in connection with having furnished and/or use of such information or disclosure. Any information released will be viewed only by those involved in the hiring decision.

_____ I agree that, if I am employed by Discovery Learning Center, sometime in the future some potential employer may contact this corporation or its representatives concerning my work record and/or performance. I hereby consent to and authorize persons employed by this corporation to divulge any and all information they consider relevant to any person representing themselves to be an employer or potential employer of mine with respect to my work record and/or performance of my job.

_____ In consideration to my employment I agree to conform to Discovery Learning Center's rules and regulations. I understand that employment policies and procedures which are issued are conditions of employment and that the employer may revise policies or procedures in whole or in part at any time. I agree to abide by all present and any subsequently issued rules and policies.

_____ Pre-service training, CPR and First Aid are prerequisites for employment with Discovery Learning Center. Proof of certification is required and financially my personal responsibility.

_____ I understand, as a condition of the application process, that by signing this application I acknowledge my understanding and consent to perform a criminal history/background check, records check and any updated reports of my background. I understand that any offer of employment is contingent upon successfully passing a criminal history review, any interviews and/or satisfaction of all state licensing requirements. Additionally, verification of any acceptable motor vehicle driving record may be required for applicable job categories. I understand that an outside firm of Discovery Learning Center choice may be used. I hereby unconditionally release Discovery Learning Center and any local, state, and federal bureau, agency and department and their agents, employees, officers or directors from any and all liability in any way related to or arising from the provisions or utilization of such records.

_____ Furthermore, I understand that if I am hired, employment with Discovery Learning Center is "at-will". I recognize that employment with this corporation is not for a specific term and can be terminated by me or the corporation at any time, for any reason, with or without cause. I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract, that no employment is being offered. I understand that any oral or written contracts to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. I also understand and agree that the terms and conditions of any employment, wages and benefits may be changed, with or without cause and/or notice at any time by the corporation.

_____ I understand that proof of identity and legal eligibility for employment will be required upon employment. I understand that Discovery Learning Center is a drug-free employer and has a policy which may include, but is not limited to, pre-employment screening, as well as random, post-accident, and "reasonable suspicion" testing.

_____ I also understand and agree that if hired, in the performance of my duties as an employee, I must hold in my confidence any and all information that I come in contact with regarding my employer or its business.

_____ I certify that I have read, fully understand and accept all terms of this foregoing Application Statement. I understand that filling out this form does not indicate there is a position open and does not obligate Discovery Learning Center to hire. I agree that a copy of this Agreement and Certification shall be valid as the original.

Signature of Applicant: _____ **Printed Name:** _____ **Date:** _____

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