



Date: _____

Full Name:	Home Phone:	Cell:
Educating Our Leaders for Tomorrow		
Address	Zip Code:	DOB:
Soc. Sec.	Driver's License:	Email:

Position Applied for: _____

(Director, Assistant Director, Caregiver, Caregiver Assistant, Service Staff, Other)

Dear TSA Applicant:

Thank you for choosing The Scholar's Academy. We are dedicated to hiring professionals who are energetic, motivated, and possess integrity and moral values. The Scholar's Academy is an Equal Opportunity Employer. Applicants must show they understand and are able to meet the following Requirements for Employment by initialing each item below.

Requirements for Employment (Please initial if applicable to You)

- ☐ Is a High School Graduate or has G.E.D
- ☐ Applicant must provide a copy of their driver's license or identification card and SS Card or birth certificate.
- ☐ Applicant is able to write and speak fluent English.
- ☐ Applicant is at least 18 years or older
- ☐ Has United States Citizenship, or is legally authorized to work in the United States
- ☐ Is able to sit on the floor and in the children's chairs often
- ☐ Is physically able to get up and down from floor activities
- ☐ Will maintain a Professional appearance and conduct
- ☐ Has the ability to meet all job requirements which might vary.
- ☐ Is able to drive a motor vehicle
- ☐ All hired employees are subject to Random Drug Test
- ☐ Employees found under the influence of drugs or alcohol or with controlled substance within The Scholar's Academy will be immediately dismissed.
- ☐ Respect The Scholar's Academy facility as drug free, smoke-free environments

On what date would you be able to begin work? _____

Educational Experience

(Must provide copy of all certification)

High School attended and year graduated:

Degree(s) earned:

Major: _____

Name of Institution: _____

Year: _____

College Course Work Completed (College Credits): _____

List courses or relevant training (CPR, First Aid, Child Development, CDA etc.):

List other skills (office, clerical, achievements and training other fields

Background Section

CRIMINAL OFFENSES – Criminal background checks will be conducted on all applicants. (Please check one of the following):

☐ I have not pled guilty, no contest or been convicted of any criminal offense.

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Explain: _____

☐ I have not been the subject of an indictment, arrest or an official criminal complaint.

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Explain: _____

References: (three required-past or present employers are recommended)

Name: _____ Relationship _____ Phone: _____

Name: _____ Relationship _____ Phone: _____

Name: _____ Relationship _____ Phone: _____

Authorization for Background Check

Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.

I, _____, hereby authorize The Scholar's Academy, LLC to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying.

Signature of Applicant

Date

Employment History

1

Past or present employment: _____
Reason for leaving: _____ Salary: _____
Name of manager: _____ Phone: _____
May we contact this facility/person for a professional reference? Yes ____ or No ____
List any other jobs you have had or any other work experience:

2

Past or present employment: _____
Reason for leaving: _____ Salary: _____
Name of manager: _____ Phone: _____
May we contact this facility/person for a professional reference? Yes ____ or No ____
List any other jobs you have had or any other work experience:

3

Past or present employment: _____
Reason for leaving: _____ Salary: _____
Name of manager: _____ Phone: _____
May we contact this facility/person for a professional reference? Yes ____ or No ____
List any other jobs you have had or any other work experience:

I hereby affirm that I have responded to all inquiries on this form fully and frankly, and all the information contained in my application is true and correct. I understand that any misrepresentation or falsification or any of the The Scholar's Academy forms or documents may result in possible termination.

Signature of Applicant

Date