



Employment Application

An Equal Opportunity Employer

It is the policy of the Woodburn Family Learning Center (WFLC) to select applications on the basis of their qualifications and ability to perform the job. Woodburn Family Learning Center is committed to provide equal employment opportunity in accordance with applicable state and federal law. Please notify us if you need any accommodations or assistance with any part of our application process.

Personal Information

Date: _____
Last Name: _____ First Name: _____ Middle: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____
E-mail address: _____

General Information

Position Applied For: Teacher Teacher Aide Cook

Available to Work: Full-time Part-time Temporary On-Call

When would you be available to start? _____

Have you ever been employed by WFLC before? Yes No

Do you have family members employed by WFLC? Yes No

Are you able to perform the essential functions of the job for which you are applying? Yes No

I understand that this is an application for employment and no employment contract is being offered. Yes No

I will be responsible for familiarizing myself with all rules and regulations of Woodburn Family Learning Center as they presently exist or are later modified. Yes No

I recognized that if employed, my employment and compensation can be terminated at any time, with or without cause and with or without notice, at the option of either Woodburn Family Learning Center or myself. Yes No

Work History

Please list your present and past work experience for the last 3 years beginning with your current job. You may include volunteer activity / positions and military services. An additional page may be attached if necessary.

Name of Employer / Organization: _____ Telephone: _____

Address: _____

Position: _____ Start Date: _____ End Date: _____

Description of Duties: _____

Reason for Leaving: _____

Name of Employer / Organization: _____ Telephone: _____

Address: _____

Position: _____ Start Date: _____ End Date: _____

Description of Duties: _____

Reason for Leaving: _____

Name of Employer / Organization: _____ Telephone: _____

Address: _____

Position: _____ Start Date: _____ End Date: _____

Description of Duties: _____

Reason for Leaving: _____

Education

Type of School	Name and Location	Course or Major	Diploma or Degree
High School			
Other _____			
Other _____			
Other _____			

Please summarize any skills, training, licenses, and / or certifications that may qualify you as being able to perform job related functions in the position for which you are applying:

References

List three (3) non-relatives familiar with your qualifications, actual work history, and abilities.

Name	Occupation / Relationship	Years Known	Telephone:

Why do you want to be considered for employment here? _____

Will you need special accommodations during the hiring process? Yes No

If yes, please indicate what may be done to accommodate you: _____

I certify that all my answers and statements on this application are true and complete without omission. Yes No

I authorize all previous employers and supervisors to give WFLC's representatives any and all information regarding my previous employment and me. I release WFLC, and all previous employers and supervisors from liability for any damages that may result from furnishing information to WFLC. Yes No

I understand if hired that I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment. Yes No

I have read, understand, and agree with the above.

Signature: _____ Date: _____