



Top Kids
Academy Inc.

APPLICATION FOR EMPLOYMENT

1912 North Dean Road, Orlando, FL 32817

NOTICE TO APPLICANTS

Thank you for choosing to apply for employment with Top Kids Academy. TKA is an equal opportunity employer. We will consider all applicants for employment based on their qualifications when job vacancies are available. TKA complies with all applicable laws which prohibit discrimination on the basis of race, color, religion, sex, national origin, age, and veteran or disability status.

Top Kids Academy is a drug-free workplace. Alcohol and drug testing may be undertaken at any time by TKA.

PERSONAL INFORMATION

Full Name		Date	State
Street Address		City	
Zip Code			
Home Phone	Cell Phone	Email Address	
Social Security #	Driver's License#	Are you 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> NO	

POSITION DESIRED

Position Applying	Hours Available for Work	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
Date Available	Wage or Rate of Pay Desired		

GENERAL QUESTIONS

Are you a citizen of the U.S. or have appropriate documentation to work in US?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you employed now?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	May we contact your present employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of any crime or felony?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, please describe in full

Do you have a CDA Certificate (Child Development Associate)?	<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	Date Issued

Do you have a Cardiopulmonary Resuscitation (CPR) certificate?	<input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Issued

Do you have a First Aid Certificate?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Date Issued _____
If related to any child currently enrolled in TKA or any staff currently in our employ? please state their name/s:			

Have you ever been convicted of or have an indicated report of any crime against a child?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
If hired, would child care services be required for any of your children here at Top Kids Academy? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

Please attach copies of a recent (no more than 1 month old) Criminal Background Check and FBI Clearance with application. If you do not have these documents we will be happy to provide you with the forms and you may submit the employment application with a copy of the forms and the checks you have submitted to the state agencies. No hiring decision will be made until copies of these clearances are on file with Top Kids Academy. At the time of employment you will be required to provide TKA with Original Certified Clearances for your Employment File as required by State Licensing Regulations.

EDUCATION: Circle the highest grade completed) 5 6 7 8 9 10 11 12 Advanced 1 2 3 4

Preparation (Any)	Years Attended			Name and Address			Degrees (If
	Major	Minor	Hours				
High School							
College							
Other							

Our curriculum supports Christian prayer without the teaching of religion. What is your attitude about this?

What is your philosophy of discipline? _____

What experiences have you had with children? What Ages? _____

What office or computer skills do you maintain? _____

What special talents or abilities do you possess? _____

Why are you interested in working in the child-care field? _____

What methods do you use to stop unwanted behavior (list)? _____

FORMER EMPLOYERS - List a record of employment starting with the last one first:

FROM POSITION	TO	EMPLOYER NAME, ADDRESS, PHONE # REASON FOR LEAVING			SALARY

REFERENCES: Give the names of people not related to you, whom you have known that we may speak to regarding your performance and character.

NAME	ADDRESS	TYPE BUSINESS	PHONE
#	YEARS ACQUAINTED		

I understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S and background check with no record.

I authorize Top Kids Academy to inquire about my work and general history and to verify all data given in my application for employment, related papers, and my oral interview.

I authorize the release and giving of any information requested by Top Kids Academy such as employment records, performance reviews, and personal references.

I release any person, organization, or company from liability or damage as a result of furnishing the information requested.

I understand that submission to testing for the presence of drugs and alcohol, finger printing, and background check is a condition of employment with Top Kids Academy.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge.

I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I hereby agree to serve the full term of my agreement, and to efficiently perform the duties incumbent upon myself as prescribed by the administration of Top Kids Academy.

I further certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

Office Use Only

Date Hired _____

Status _____