

APPLICATION FOR EMPLOYMENT

Precious Time LLC considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.



An Equal Opportunity Employer

PLEASE PRINT

Last Name	First Name	Middle Initial
Permanent Address		
City	State	Zip
Phone Number		Social Security Number

Can we reach you on a cell number? Yes No If Yes, what is the number? _____

Can we contact you by an email address? Yes No If Yes, what is the address? _____

Can we reach you on a pager? Yes No If Yes, what is the pager number? _____

JOB QUALIFICATIONS

Are you at least 18 years old? Yes No

Have you been informed of, understand and have the ability to perform the essential functions of the job with or without accommodation? Yes No

Class age group preferred (center only) _____ Number of hours per week desired: _____

Date available to begin work _____

Do you have the legal right to work in the United States? Yes No

If you answered "yes" you will be required to present documentation showing your proof of citizenship or employment authorization and identity. If you answered "no" you are not eligible for employment with Precious Time.

EDUCATION

HIGH SCHOOL	Name	
	Location	Number of Years Attended (or highest class)
COLLEGE	Name	
	Location	Number of Years Attended (or highest class)
Transcript May Be Required	Location	Degree or Certificate
	Courses	Hours Completed
OTHER	Name	
	Location	Number of Years Attended (or highest class)
Transcript May Be Required	Location	Degree or Certificate
	Courses	Hours Completed

EXPERIENCE

List all previous work experience. List most recent employer first. Include military service. You may list volunteer experience in addition to paid work experience (write **V** in salary column). These people may be contacted by Precious Time.

May we contact your current employer? Yes No

Company Name	Position Held	Address Phone Number
Responsibilities		Dates Employed From: To:
Reason For Leaving	Name of Supervisor Phone Number	Salary Start: End:
Company Name	Position Held	Address Phone Number
Responsibilities		Dates Employed From: To:
Reason For Leaving	Name of Supervisor Phone Number	Salary Start: End:
Company Name	Position Held	Address Phone Number
Responsibilities		Dates Employed From: To:
Reason For Leaving	Name of Supervisor Phone Number	Salary Start: End:
Company Name	Position Held	Address Phone Number
Responsibilities		Dates Employed From: To:
Reason For Leaving	Name of Supervisor Phone Number	Salary Start: End:

Have you ever been discharged or forced to resign from a position? Yes No If yes, please explain:

REFERENCES

Please list professional references. – **These people may be contacted by Precious Time.**
 If you do not want your current supervisor notified, please let us know in advance. Additional verbal and/or written references may be required at time of interview by Precious Time.

Name	Address/Zip	Phone No.	Occupation	Years Known

OTHER INFORMATION

Have you, since the age of 18 or within the last seven (7) years (whichever is most recent), ever been convicted of a felony?
 Yes No If yes, please describe briefly _____

*Conviction of a crime is not an automatic bar to employment with Precious Time. However, some positions may not be held by persons convicted of certain crimes in accordance with Precious Time's policy and with state law.

Have you ever been convicted, plead guilty or plead nolo contendere to any of the crimes listed below? (In answering this question, do not provide information concerning any criminal history records that have been ordered sealed, expunged, or impounded.) Yes No If yes, please state the nature of the offense, where the offense occurred, date and sentence imposed:

DISQUALIFYING CRIMES

Any employee or potential employee who is convicted, pleads guilty or pleads nolo contendere to any of the following crimes will be disqualified from providing care to children at Precious Time.

CRIMES AGAINST OR RELATED TO

A CHILD

- Child abuse
- Permitting child abuse
- Abandonment
- Endangerment
- Child abduction
- Child pornography
- Sexual abuse of a minor
- Sexual exploitation of a minor
- Corruption of a minor
- Crimes contributing to the delinquency of a minor
- Negligent treatment of children
- Any crimes listed in the following sections which relate to a minor

OTHER CRIMES

- Homicide
- Manslaughter
- Vehicular homicide
- Mayhem
- Assault or aggravate assault
- Battery or aggravate battery
- Reckless endangerment
- Kidnapping
- Unlawful imprisonment
- Making terrorist threats
- Sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana or narcotic drugs
- Use or possession of marijuana, dangerous drugs or narcotic drugs
- Theft
- Burglary
- Robbery or aggravated or armed robbery
- Arson
- Domestic violence
- Gross irresponsibility or disregard of safety of others

SEXUAL CRIMES

- Sexual abuse
- Sexual exploitation
- Sexual misconduct
- Sexual mischief
- Molestation
- Rape
- Carnal abuse
- Sale or exhibition of obscene materials
- Sodomy
- Incest
- Any non-consensual or forcible sexual acts
- Enticement for immoral purposes
- Prostitution
- Pandering
- Promoting prostitution
- Obscenity
- Public sexual indecency
- Indecent exposure

OFFICE SKILLS (Please complete in order to be considered for administrative, secretarial or clerical positions only)

Calculator	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you familiar with?	
Computers	<input type="checkbox"/> Yes <input type="checkbox"/> No	Journal Entries	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type _____		Payroll	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spreadsheets	<input type="checkbox"/> Yes <input type="checkbox"/> No	Accounts Payable	<input type="checkbox"/> Yes <input type="checkbox"/> No
Program _____		Accounts Receivable	<input type="checkbox"/> Yes <input type="checkbox"/> No
Word Processing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bank Reconciliation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Software _____		Data Entry	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are there any other experiences, skills, or training which you feel would qualify you to work with Precious Time?

I learned about employment opportunities with Precious Time through: (Check one)

- | | | |
|---|--|--|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Center Signage | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> School | <input type="checkbox"/> Employee Referral |
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> College Recruiting | _____ |
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> Job Posting | Name _____ |
| <input type="checkbox"/> Recruiting Materials | <input type="checkbox"/> Internet | <input type="checkbox"/> Parent Referral |
| <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Precious Time Website | _____ |
| | | Name _____ |
| | | <input type="checkbox"/> Other _____ |

If you are applying for a position which requires the operation of a motor vehicle, owned or leased by Precious Time, or if you must use your own vehicle for company purposes, please complete the following:

Do you have a valid Driver's License? Yes No
 If yes, indicate _____
STATE NUMBER

Do you have a Special Operator's License? Yes No
 If yes, indicate _____
STATE NUMBER

Have you been convicted of any moving violations or been involved in a vehicular accident in the last 3 years? Yes No
 If yes, please list and explain all incidents below:

Date	Description of Violation or Accident	Convicted? (check one)	Fine Paid? (check one)
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

EMERGENCY CONTACTS

In case of an emergency please list the primary individual to be notified:

Last Name			First Name			Middle Initial		
Permanent Address								
City			State			Zip		
Phone Number					Alternate Phone Number (Work or Cell)			

**PLEASE READ CAREFULLY
APPLICANT CERTIFICATION, AGREEMENT, AND RELEASE**

I, _____ (please print your name), understand that any false answers or statements or omissions made by me on this application or any supplement thereto or any false statements made to a representative of Precious Time during the interview process, will be sufficient grounds for immediate discharge, no matter when discovered.

I understand that while it is expected that the relationship between me and Precious Time is mutually beneficial, I recognize that employment with Precious Time is not for a specific term and can be terminated by me or Precious Time at any time, for any reason, with or without cause. I understand that, if hired, I will be considered an employee at-will and nothing herein shall be construed as a contract of employment. I understand that my at-will employment status cannot be changed or modified by any oral representation made by any Precious Time employee or representative, and further that any change in my at-will employment status must be made in writing and specifically state that it modifies the at-will employment status, which can be signed only by Precious Time's President and Chief Executive Officer.

I agree that, if I am employed by Precious Time, sometime in the future some potential employer may contact Precious Time or its representatives concerning my work record and my work performance at Precious Time. I hereby consent to and authorize persons employed by Precious Time 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 at Precious Time. I understand that all information provided herein is public record and is subject to review upon request.

I understand and voluntarily agree that, if hired, I will complete all educational courses and take all tests required by Precious Time or local, state or federal law or regulation, and that failure to complete such courses or to take such tests when required or requested may result in my immediate dismissal. I also understand and agree that if hired, in the performance of my duties as an employee of Precious Time, I must hold in confidence any and all information that I come in contact with regarding my employer or its business.

I understand that Precious Time does not tolerate abuse of any kind against a child. Incidents involving abuse of a child are referred to the proper authorities.

I understand that any potential offer of employment is conditional pending the results of employment and other references required by Precious Time, the results of any state required criminal background check(s) and/or satisfaction of all state licensing requirements, which may include medical or drug testing where applicable by law. I understand that the references and criminal background check(s) will be used, among other things, to determine my suitability for supervising and caring for children.

I have read and agree to the preceding Applicant Certification, Agreement and Release and further understand and agree that a copy of this Certification, Agreement and Release shall be as valid as the original.

Applicant's Signature

Date