



Location One: 402 Cowgill Street, Dover, DE 19901 (302) 734-2464

Location Two: 710 Buckson Drive, Dover DE 19901 (302) 678-0445

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Position(s) Applied For _____ Date of Application _____

Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Alternate Number _____

Email Address _____

How Did You Hear About Us? _____

What salary or rate of pay do you expect to receive if employed? _____

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

Which location are you applying to? _____ Cowgill Street _____ Buckson Drive _____ Either Location

Days Available:

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Hours Available: _____

Are you eligible for employment in the United States? YES _____ NO _____

Have you lived in any other states or territories of the United States within the past 2 years?

YES _____ NO _____

If yes, please list and give dates of residency _____

Are you over the age of 18 years? YES _____ NO _____

Have you ever applied to Beginnings and Beyond Inc. before? YES _____ NO _____

If yes, please give date and which location _____

Have you ever worked for Beginnings and Beyond, Inc. before? YES _____ NO _____

If yes, please give date(s) and which location _____

Is anyone related to you employed by Beginnings and Beyond, Inc? YES _____ NO _____

If yes, please give their name and relationship to you. _____

Have you ever been convicted of, or plead guilty to a felony or misdemeanor? YES _____ NO _____

If yes, please list all crimes which you have been convicted of or plead guilty to and include the date of the offense. A criminal record will not necessarily disqualify an applicant for employment.

Have you ever been discharged or forced to resign from any place of employment? YES_____ NO_____

If yes, please explain. _____

Have you ever been discharged from any place of employment or subject to disciplinary action due to abuse of children, adults, or clients? YES_____ NO_____

If yes, give details _____

Do you have a valid driver's license? (For driving positions only) YES_____ NO_____

Have you been convicted of any moving violations in the past five years? (For driving positions only)

YES_____ NO_____

If yes, please explain _____

EDUCATION AND TRAINING

What is your highest level of education completed? _____

Are you currently attending school? _____

If so, please list school name and major _____

Anticipated graduation date _____

credits completed to date _____

High School Name _____

Did you graduate? _____

Please check which one you earned _____ Diploma _____ GED

Please list any additional education obtained. Please include Name and location of school, graduation date, degree earned, and course of study or major _____

Please list any academic honors etc _____

Please list any licenses or certifications you currently hold _____

Describe any specialized training, internships, licenses or skills _____

EMPLOYMENT HISTORY

(Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary.)

Company Name _____

Employment Dates: From _____ To _____

Salary/Rate of Pay: Start _____ End _____

Address _____

Name and Title of Supervisor_____

Phone_____

Describe your duties_____

Reason for leaving_____

May we contact this company regarding your employment?_____

Company Name_____

Employment Dates: From_____ To_____

Salary/Rate of Pay: Start_____ End_____

Address_____

Name and Title of Supervisor_____

Phone_____

Describe your duties_____

Reason for leaving_____

May we contact this company regarding your employment?_____

Company Name_____

Employment Dates: From_____ To_____

Salary/Rate of Pay: Start_____ End_____

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Company Name_____

Employment Dates: From_____ To_____

Salary/Rate of Pay: Start_____ End_____

Address_____

Name and Title of Supervisor_____

Phone_____

Describe your duties_____

Reason for leaving_____

May we contact this company regarding your employment?_____

Please provide any other information that you feel will help us in considering your application for employment

Are you presently employed? _____Yes _____No

REFERENCES

(Please list three individuals, not related to you, who can provide professional references)

Name_____ Address_____

Phone Number_____ Relationship_____ Years Known_____

Name_____ Address_____

Phone Number_____ Relationship_____ Years Known_____

Name_____ Address_____

Phone Number_____ Relationship_____ Years Known_____

POLICY OF NON-DISCRIMINATION

Beginnings and Beyond is an Equal Employment Opportunity Employer which does not discriminate on the basis of race, color, religion/creed, sex, disability, marital status, age, pregnancy, national origin, ancestry, place of birth, sexual orientation, possession of a General Education Development certificate as compared to a high school diploma, use of animal because of blindness or deafness, veteran status, or any other characteristic protected by the applicable federal, state, or local laws.

APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT

I certify that the information contained in this application is correct to the best of my knowledge. I further understand that falsification, mis-representation, or omission of facts is sufficient cause for rejection of this application or discharge if I am later employed.

I understand that all statements made here are subject to verification by Beginnings and Beyond. I authorize and consent to any person or organization referenced in this application to furnish Beginnings and Beyond with any and all information concerning my previous employment, education, or any other information pertaining to me upon its request. I release from all liability or responsibility all persons or organizations requesting or supplying such information. For purposes of verification, a photocopy of this authorization shall be considered an original and valid.

If employed, I understand that I will be an employee "at will" and either Beginnings and Beyond or I may terminate the employment relationship at any time with or without notice. I acknowledge that any offer of employment, or my acceptance of such, may be withdrawn, with or without cause, and with or without prior notice, at any time, at the option of Beginnings and Beyond or myself.

I understand that this application and any other documents which I may receive are not contracts of employment and that no representative of Beginnings and Beyond other than the President/Owner has the authority to enter into any agreement for employment for any specified period of time.

I agree to comply with Beginnings and Beyond's rules, regulations and policies and acknowledge that these rules, regulations and policies may be changed, interpreted, withdrawn, or supplemented any time and without prior notice to me.

I understand that in order to safeguard the children, the following pre-employment checks may be performed:

- Reference checks
- Criminal background check
- Post-offer/pre-employment substance abuse screen
- Post-offer/pre-employment physical
- Verification of licensure/certification where applicable
- Abuse registry checks
- TB Testing

I have read and fully understand the contents of this Certification and Acknowledgment.

Signature _____ Date _____