



Step By Step Inc.
 Early Care and Education
 Alton ~ Brighton ~ Bethalto

2400 Locust; Alton, IL 62002
 561 Logan; Bethalto, IL 62010
 402 N. Maple; Brighton, IL 62012

Application For Employment

An Equal Opportunity Employer

All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.

Position Applying For: _____ **Date:** _____

Personal Information:

Legal name: _____
 First Last Middle Initial

Address: _____
 Street City State Zip code

Main Telephone: _____ Secondary Telephone: _____

E-mail: _____ Social Security #: _____

Driver's License #: _____ State: _____
 (if position requires operation of a company vehicle)

Are you legally eligible for employment in the United States? Yes No

United States Visa status, if applicable: _____

Have you ever been convicted of a felony or charged with any type of child abuse/neglect or endangerment?
 Yes No (If yes, please explain circumstances. All information will be kept completely confidential):

Note: All Step By Step employees must obtain a full background check as required by DCFS

Are you at least 18 years old? Yes No
 Are you able to lift at least 50 lbs? Yes No

Note: All employees must provide a physical exam completed within the last 6 months (including a TB test) upon hire.

Position Information:

Position(s) applying for: _____ Salary desired: \$ _____

Employment status desired: Full Time Part Time Temporary

What hours are you available to work? _____

If hired, when could you start? _____

How did you hear about this job? _____

Employment History: (Most recent first) If you have provided a written resume with all of this information, you do not need to complete this section of the application.

| | | | |
|--|--|---|--|
| Job Title: | | Duties: | |
| Employer: | | | |
| Dates of Employment (month / year) From: To: | | | |
| Starting Salary: | Ending Salary: | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp | |
| Employer's Address: | | | |
| Supervisor: | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | Phone: | |
| Reason for Leaving: | | | |
| | | | |
| Job Title: | | Duties: | |
| Employer: | | | |
| Dates of Employment (month / year) From: To: | | | |
| Starting Salary: | Ending Salary: | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp | |
| Employer's Address: | | | |
| Supervisor: | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor: | |
| Reason for Leaving: | | | |
| | | | |
| Job Title: | | Duties: | |
| Employer: | | | |
| Dates of Employment (month / year) From: To: | | | |
| Starting Salary: | Ending Salary: | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp | |
| Employer's Address: | | | |
| Supervisor: | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor: | |
| Reason for Leaving: | | | |
| | | | |
| Job Title: | | Duties: | |
| Employer: | | | |
| Dates of Employment (month / year) From: To: | | | |
| Starting Salary: | Ending Salary: | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp | |
| Employer's Address: | | | |
| Supervisor: | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor: | |
| Reason for Leaving: | | | |

Education: *An official transcript & High School Diploma (or Equivalent) must be provided upon employment *

| Type of school | Name and Location | Dates Attended | Degree Received | Approx. GPA | Did you graduate? |
|----------------------|-------------------|----------------|-----------------|-------------|-------------------|
| High School | | | | | |
| | | | | | |
| College / University | | | | | |
| | | | | | |
| Graduate School | | | | | |
| | | | | | |
| Tech School | | | | | |
| | | | | | |
| Other | | | | | |
| | | | | | |

Special courses, training or experience acquired: _____

Skills:

| | | |
|-----------------------------------|-------------------|---|
| Clerical / Office skills | | |
| Computer skills | Name of software: | <input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> WPM |
| Languages | | |
| Other special knowledge or skills | | |

Please describe any other experience, abilities or skills that might be helpful in considering your application:

References: (Please list two or more, name and telephone number or attach letters of reference, **3 required at hire**)

Certification and Authorization:

- I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.
- I authorize the company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position.
- If employed, I agree to conform to the rules, regulations and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of law.
- I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

_____ **Signature of Applicant**

_____ **Date**