



**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: \_\_\_\_\_ E-mail: \_\_\_\_\_

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 and maintain a full background check as required by DCFS**

Are you at least 19 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? \_\_\_\_\_  
(Our hours are M-F 6:30am-6:00pm)

How did you hear about this job? \_\_\_\_\_

.....  
*For Office Use Only: Contact Dates, Notes, etc.:*



**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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**