

# Learning Ladder Application for Employment

Name		Date
Address		
Cell Phone	Home Phone	
Email Address		
Driver's License		
Salary Desired		
Full Time	Part Time	Other
Date available to start work		

Days and Times Available to Work					
Available	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time:					
End Time:					

Are you a member of The Registry	What Level?
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Education		
School	Dates Attended	Major
High School		
College		
Early Ed Class/Other		

How did you find us?
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## Past Employment

(List most recent first)

Are you currently employed?

May we contact your  
current employer?

Employer

Address

Supervisor's Name

Phone Number

Position & Duties

Salary upon  
leaving

Reason for leaving

Employer

Address

Supervisor's Name

Phone Number

Position & Duties

Salary upon  
leaving

Reason for leaving

Employer

Address

Supervisor's Name

Phone Number

Position & Duties

Salary upon  
leaving

Reason for leaving

## References

Please list at least three professional references whom you have know at least one year and who can attest to you work ethic and interactions with children.

Name	Phone Number
Relationship to you	
Name	Phone Number
Relationship to you	
Name	Phone Number
Relationship to you	

## Tell Us a Little About Yourself

Feel free to attach another sheet of paper

What are you looking for in an employment opportunity at Learning Ladder?	
List any courses, volunteer work, hobbies, talents or interests that relate to the position you are applying for.	
What age group do you prefer to, or not to work with?	
Are you able to attend monthly staff meetings and yearly in-service training?	Have you ever been convicted of a felony?
Add any additional comments you feel will assist us in evaluating your application	

## General Information

In compliance with state requirements, no person shall be hired or retained as a staff member, paid or volunteer, who:

- a. Has been convicted of, admitted to, or been the subject of substantial evidence of an act of child battering, child abuse, or child molesting.
- b. Uses alcohol or drugs such that its effects are apparent during working hours that children are in care.
- c. Has been convicted of or admitted to any felony or any offense involving moral values.
- d. Is not in compliance with any other state regulation or requirement.

### Pledge

I am aware that a background study will be performed; as required by law before I can be hired. I authorize investigation of all statements contained in this application.

I understand that misrepresentation or an omission of facts is a cause for immediate dismissal. All information provided is true and accurate to the best of my knowledge.

In the event of my employment with Learning Ladder, I agree to comply with all the rules and regulations as stated in the employee policy manual. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the date that it will be effective. I understand that the first three months of my employment are probationary and if my services have not proved satisfactory, my employment may be discontinued without notice or prejudice.

### Affirmative Action Policy

Linda K's, Inc. is committed to providing equal employment opportunity to all terms, conditions, or privileges of employment, including but not limited to; recruitment, certifications, selection, job assignments, working conditions, fringe benefits, compensation, training, transfer, layoffs, disciplinary actions, termination's and promotions. It is the policy of Linda K's, Inc. to promote fair and equitable treatment of all employees, and to comply with federal and state legislation. Linda K's Inc. does not discriminate in employment on the basis of age, race, color, gender, sexual orientation, creed, religion, class, handicap, national origin, or ancestry. Harassment by supervisors or co-workers in employment or service delivery on the basis of race, color, gender, national origin, age, handicap, sexual orientation, or any other protected status is an unlawful employment practice prohibited by Linda K's, Inc. Harassment is defined as verbal or physical conduct interfering with an individual's work performance or creating an intimidation, hostile, or offensive working environment. Sexual harassment includes unwanted sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature. Harassment based on race or national origin includes ethnic or racial slurs and other verbal or physical conduct related to a person's race or national origin.

Applicant Signature

Date

2/2017

To submit your application electronically, first save a copy to your computer then send to [linda@learningladder.com](mailto:linda@learningladder.com) as an attachment along with your resume.

Alternatively, you may print and mail or drop off in person to:

**Learning Ladder**

**Attn: Linda Kudrna**

**312 W. Cottage Grove Rd Cottage Grove, WI 53527**