Employment Application

Kidz Korner Learning Academy
118 Neil St, Fort Valley, GA 31030
(478) 827-5072 · info.kkla24@gmail.com

Please complete every section. Attach copies of your diplomas, degrees and certificates. Kidz Korner Learning Academy is licensed by Georgia DECAL and participates in Quality Rated.

1. Applicant Information

Full legal name (first, middle, last):

Other names used (maiden, aliases):

Street address:

City: **State:** **ZIP:**

Phone: **Alternate phone:**

Email:

Are you 18 years of age or older? ☐ Yes ☐ No

Are you legally eligible to work in the United States? ☐ Yes ☐ No

Proof of eligibility to work in the U.S. will be required if you are hired.

2. Position and Availability

Position applied for: ☐ Lead Teacher ☐ Assistant Teacher ☐ Director / Admin Other:

Desired pay (hourly or salary): $ **Date available to start:**

Desired schedule: ☐ Full-time ☐ Part-time ☐ Substitute

Hours available each day (we are open Monday–Friday, 6:30 AM–5:30 PM):

Monday: **Tuesday:**

Wednesday: **Thursday:**

Friday:

3. Education and Credentials

Georgia DECAL requires specific credentials for certain roles. Please attach copies of any certificates, diplomas or degrees.

High school: **Graduated?** ☐ Yes ☐ No ☐ GED

College / university: **Degree / major:**

Early childhood credentials (check all that apply):

- ☐ Child Development Associate (CDA)
- ☐ Technical Certificate of Credit (TCC) in Early Childhood Education
- ☐ Technical College Diploma (TCD) in Early Childhood Education
- ☐ Associate's degree in ECE or a related field
- ☐ Bachelor's degree in ECE or a related field
- ☐ Paraprofessional certificate

Other:

4. Health and Safety Training

CPR certification: ☐ Yes ☐ No Expiration date:

First aid certification: ☐ Yes ☐ No Expiration date:

Georgia fire safety training: ☐ Yes ☐ No

5. Employment History

List your last three employers, starting with the most recent. Include any child care or teaching experience.

Employer 1 (most recent)

Employer name:

Address:

Job title: **Dates (from – to):**

Supervisor name and phone:

Reason for leaving:

May we contact this employer? ☐ Yes ☐ No

Employer 2

Employer name:

Address:

Job title: **Dates (from – to):**

Supervisor name and phone:

Reason for leaving:

May we contact this employer? ☐ Yes ☐ No

Employer 3

Employer name:

Address:

Job title: **Dates (from – to):**

Supervisor name and phone:

Reason for leaving:

May we contact this employer? ☐ Yes ☐ No

6. Professional References

List three professional references who are not relatives and who can speak to your experience working with children.

1. Name: **Relationship:** **Phone:**

2. Name: **Relationship:** **Phone:**

3. Name: **Relationship:** **Phone:**

7. Background Check and Legal Questions

Georgia law requires every child care learning center employee to receive a satisfactory national fingerprint-based Comprehensive Background Check through Bright from the Start (DECAL) before employment.

Have you ever received a satisfactory fingerprint records check determination from Bright from the Start?

☐ Yes ☐ No If yes, date:

Have you ever been convicted of, or pled guilty or no contest to, a felony or misdemeanor?

☐ Yes ☐ No

If yes, please explain on a separate sheet. A conviction will not necessarily disqualify you, but certain offenses legally bar a person from working in a child care facility in Georgia.

Have you ever been the subject of an investigation regarding child abuse, neglect or exploitation?

☐ Yes ☐ No

8. Applicant Statement and Signature

Please read carefully before signing.

I certify that all information in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later.

I authorize Kidz Korner Learning Academy to investigate my past employment, education, credentials and references. I release all parties providing such information from any liability in connection with these inquiries.

I understand that any offer of employment depends on my satisfactory completion of a national fingerprint-based Comprehensive Background Check as required by the Georgia Department of Early Care and Learning (DECAL), and on passing any required health screenings or drug tests.

I understand that this application does not create a contract of employment. If hired, I understand that my employment is at will and can be ended at any time, with or without cause, by me or by Kidz Korner Learning Academy.

Applicant signature: **Date:**

How to apply

Email your completed application and credentials to info.kkla24@gmail.com, or drop them off at 118 Neil St, Fort Valley, GA 31030, Monday–Friday, 6:30 AM–5:30 PM.