

## Application for Employment for Hot Wheels Summer Camp Staff

Hot Wheels Skate Center is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

|  |  |                    |  |  |
|--|--|--------------------|--|--|
| Name (Last, First, Middle):  |  |                    | Other names under which you have attended school or been employed: |  |
| Street Address:  |  | City, State & Zip: |  |  |
| Social Security Number:  | Home Phone:  | Cell Phone:        | Email Address:   |  |
| Are you eligible to work in the United States?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                    |  |  |
| Are you 19 years of age or older?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |                    | If NO, what is your current age?    DOB:    -    -    -            |  |
| Are you currently employed?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |                    | If YES, what is your current job title & department?               |  |
| Have you ever been employed by another child care company?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                    | If YES, dates of employment & reason for leaving:                  |  |
| Do you have a valid driver's license?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |                    | If YES, State of issuance, license #, and expiration date:         |  |
| How did you learn about this employment opportunity at Hot Wheels? Check all that apply: <input type="checkbox"/> Ad in <i>newspaper</i> |  |                    |  |  |
| <input type="checkbox"/> Referral by friend _____  |  |                    |  |  |
| <input type="checkbox"/> Referral by employee _____ <input type="checkbox"/> Other:  |  |                    |  |  |

### EDUCATION

| Name of School   | City/State | Did you graduate?  | If No, # of years left to graduate | If Yes, date of Graduation | Degree received | Major |
|--|------------|--|------------------------------------|----------------------------|-----------------|-------|
| High School:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| GED:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| Other School:  |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| College:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| College:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| College:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying. |            |  |                                    |                            |                 |       |

**CHILD CARE TRAINING:** Please list all courses, workshops and conferences related to child development and early childhood education. Please list any certifications you may have pertaining to child care, i.e. CPR certified.

| Title of Course/<br>Workshop/Conference  | City/State | Did you complete<br>the course?                          | Date(s) | Number of<br>hours |
|--|------------|--|---------|--------------------|
|  |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |                    |
|  |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |                    |
|  |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |                    |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying. |            |  |         |                    |

**WORK EXPERIENCE-**Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

**PLEASE NOTE:** Hot Wheels reserves the right to contact all current and former employers for reference information.

|  |  |  |
|--|--|--|
| Dates Employed (most recent position)<br>From:            To | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time<br><br>If part-time, # hrs./wk: <input type="checkbox"/> | Title:   |
| Starting Salary:   | Organization Name and Address:   |  |
| Final Salary:  |  |  |
| Supervisor's Name, Title and Phone #:                        | Other Reference Name, Title and Phone #:   | Contact my current references:<br><input type="checkbox"/> At any time<br><input type="checkbox"/> Only if I am a finalist candidate |
| Primary duties:  |  | Reason for Leaving:  |
| Dates Employed (most recent position)<br>From:            To | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time<br><br>If part-time, # hrs./wk: <input type="checkbox"/> | Title:   |
| Starting Salary:   | Organization Name and Address:   |  |
| Final Salary:  |  |  |
| Supervisor's Name, Title and Phone #:                        | Other Reference Name, Title and Phone #:   | Contact my current references:<br><input type="checkbox"/> At any time<br><input type="checkbox"/> Only if I am a finalist candidate |
| Primary duties:  |  | Reason for Leaving:  |

**REFERENCES**-Please list at least three persons who are not related to you by blood, marriage or adoption to be contacted as references. At least one MUST be a former employer. Addresses and contact information must be complete and accurate for position consideration.

|   |        |                        |
|---|--------|------------------------|
| Name of Former Employer:                                  |        |                        |
| Last:   | First: | Title:                 |
| Address:  |        |                        |
| City: _____ ST: _____ Phone Number: _____ - _____ - _____ |        |                        |
| Name:   |        |                        |
| Last:   | First: | Number of years known: |
| Address:  |        |                        |
| City: _____ ST: _____ Phone Number: _____ - _____ - _____ |        |                        |
| Name:   |        |                        |
| Last:   | First: | Number of years know:  |
| Address:  |        |                        |
| City: _____ ST: _____ Phone Number: _____ - _____ - _____ |        |                        |

**Criminal History Background Information Check**-In accordance with the Alabama law, (Code of Alabama 1975, Title 38, Chapter 13, effective November 1, 2000), the criminal history background information check shall be completed on each substitute, caregiver, volunteer and domestic worker, as well as any other person who has contact with the children or unsupervised access to the children shall be reviewed. You must complete a Mandatory Criminal History Notice Form and a Criminal History Information Consent and Release Form. The fee must be submitted with the fingerprints and the consent form. Required forms are available from the Department. If you previously had a criminal history check done for the Department of Human Resources and the required information is on file, it is not necessary to complete a criminal history check.

**Current Criminal Charges:**

Are there any current criminal charges against you? \_\_\_\_\_  
 If yes, give details. \_\_\_\_\_

**Clearance of State Central Registry on Child Abuse/Neglect:**

A completed REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT (DHR-DFC-1598) shall be obtained for each substitute, caregiver, volunteer and domestic worker, as well as any other person who has contact with the children or unsupervised access to the children.

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Hot Wheels Skate Center to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Hot Wheels Skate Center serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the Hot Wheels Skate Center Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_