



The Learning Tree

Helping Children Learn and Grow

Application for Employment (Direct Care Application)

Name: _____ Date: _____
(Last) (First) (MI)

Social Security # ____ / ____ / ____ Driver's License # _____
Issuing State: _____

Current Address: _____

Permanent Address: _____

Primary Telephone #: ____ - ____ - _____

Secondary Phone #: ____ - ____ - _____

Email Address: _____

How did you hear about The Learning Tree, Inc.?

- www.learning-tree.org**
- Online job posting**
- Newspaper**
- Internet**
- Friend**
- Relative**
- Other:** _____

Education:

High School: _____ **City:** _____ **State:** _____

Graduated?: Y N **Date:** _____ **GED?:** Y N **Date:** _____

College(s): _____ **City:** _____ **State:** _____

_____ **City:** _____ **State:** _____

_____ **City:** _____ **State:** _____

Area of Major Study in College: _____

Most Advanced Degree Earned: _____

Graduation Date: _____

Previous Work Experience:

List a minimum of three previous employers with the most recent employer listed first.

<u>Employer</u>	<u>Address</u>	<u>Phone</u>	<u>Dates Worked</u>
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1. _____

2. _____

3. _____

4. _____

Position You Are Applying For: (Please list as 1st choice, 2nd choice, etc.)

___ **Teacher's Assistant: Monday – Friday, 6:30am – 2:30pm**

___ **Residential Instructor: Monday – Friday, 2:00pm – 10:00pm**

___ **Overnight Residential Instructor: Monday – Thursday, 10:00pm – 8:00am**

___ **Residential Instructor Weekend: Saturday & Sunday, 7:00am – 9:00pm**

___ **Overnight Residential Instructor WE: Friday, Saturday, & Sunday, 9:00pm-8:00am**

The position(s) in which you are applying for requires you to have the ability to perform the following essential functions.

- Lifting and lowering individuals to and from the floor
- Standing from kneeling position while physically controlling an individual
- Dropping to kneeling position from a standing position while physically controlling an individual
- Transporting (physically assisting) individuals in a crisis state

Do you have the ability to perform the above mentioned essential job functions?

Yes No

Have you ever worked for The Learning Tree, Inc. or its programs (Little Tree Preschools or Woody's Song)? Yes No

If yes, provide the location: _____

Have you worked in the past with individuals with developmental disabilities?

Yes No

If so, did the individual engage in challenging behaviors?

Yes No

Have you ever worked with any individuals who engaged in self injury or aggression to others and/or property?

Yes No

As an employee of The Learning Tree, Inc. do you agree to observe all guidelines and policies regarding working with students? Yes No

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, attach a statement of explanation, including nature of offense, date, court where conviction was entered and any other relevant information. Yes No

Have you ever been charged with a sexual offense relating to children, or crime of violence? If you have been charged with such an offense, provide a statement of explanation, including nature of offense charged and any other relevant information. Yes No

Have you ever been reported to a social service agency, law enforcement authority, child abuse register, or similar organization regarding abuse or misconduct involving children? If so provide a description of the circumstance, and the name and address of the entity receiving the report. Yes No

Have you ever be disciplined, or dismissed from employment or a volunteer position by employers, following an allegation of sexual misconduct, sexual harassment or other immoral or inappropriate behavior or conduct? If so describe the circumstances and give the name and address of the employer. Yes No

Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, or other immoral behavior, or conduct involving adults or children? If so, describe the circumstances and provide the name and address of the employer or organization where the lawsuit, investigation or allegations occurred. Explain how the lawsuit was resolved. Yes No

Have you ever been the subject of any disciplinary action, transfer, or dismissal, or been named as a defendant in a civil, or criminal lawsuit as a result of an accident or mishap involving children or adults in your care? If so please describe the circumstances and provide the names and address of the employer, or organization with which you and/or the children were associated at the time of the incident. Explain how the situation was resolved. Yes No

Do you have any investigation, review, or disciplinary action pending by an employer, organization, in which you volunteered, professional association for sexual misconduct, violence, or misconduct involving children? Yes No
If so please describe the circumstances and provide the names and address of the employer, or organization with which you associated at the time of the incident.

The Learning Tree, Inc. maintains a policy of a Drug and Alcohol - Free work environment. Have you ever been suspended or dismissed from a job for the use of drugs or alcohol on the job, or being under the influence of drugs or alcohol while on the job? Yes No
If Yes, explain. _____

I hereby certify that the information contained in this application form and/or any supplement thereof, is correct to the best of my knowledge; and understand that any misstatement, misrepresentation of fact or omission of information is grounds for dismissal from employment. I authorize the references listed to provide The Learning Tree, Inc. any and all information they may have regarding my previous employment or personal qualifications; and release all parties from all liability for any damage that may result from furnishing said information to The Learning Tree, Inc. I further understand that said background check may involve checking law enforcement records at the local, county, state, and federal levels. I hereby authorize The Learning Tree, Inc. to make such an inquiry, and understand that upon my written request, information as to the nature of the inquiry will be provided to the applicant.

Applicant Signature

____/____/____
Date

Applicant Name (Print)

Statement of At-Will Employment

The Learning Tree, Inc. is an at-will employer. It does not hire employees for any specific duration. Employment is at-will. No commitment for employment for any specific duration, including "lifetime employment" is binding on The Learning Tree Inc. unless it is set forth in a written employment contract signed by the President of the corporation and approved by the Board of Directors. No employee or officer of the corporation can waive or alter this policy or authorize exceptions, either verbally or in writing. All employees of The Learning Tree, Inc. are always free to terminate their employment with The Learning Tree, Inc. at their will. Similarly, The Learning Tree, Inc. has the right to terminate employment at any time, with or without cause.

The Learning Tree Inc. is an Equal Opportunity Employer.