



10910 E. State Road 28-67  
 Albany, IN 47320  
 765.212.8521  
 terratimeoffice@gmail.com

**EMPLOYEE APPLICATION**

<b>APPLICANT INFORMATION</b>					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Are you a citizen of the United States?		YES	NO	If no, are you authorized to work in the U.S.?	
		YES	NO	YES	
		NO	NO	NO	
Have you ever worked for this company?		YES	NO	If so, when?	
		YES	NO		
Have you ever been convicted of a felony?		YES	NO	If yes, explain	
		YES	NO		
<b>EDUCATION</b>					
High School			Address		
From	To	Did you graduate?	YES	NO	Degree
College			Address		
From	To	Did you graduate?	YES	NO	Degree
Other			Address		
From	To	Did you graduate?	YES	NO	Degree
<b>REFERENCES</b>					
<i>Please list three professional references.</i>					
<b>Full Name</b>				Relationship	
Company				Phone	
Address					
<b>Full Name</b>				Relationship	
Company				Phone	
Address					
<b>Full Name</b>				Relationship	
Company				Phone	
Address					

<b>PREVIOUS EMPLOYMENT</b>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary		Ending Salary
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES	NO
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary		Ending Salary
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES	NO
<b>INDICATE ALL CERTIFICATIONS THAT APPLY (CURRENT THROUGH JULY 2019)</b>			
First Aid	CPR	Other:	
<b>WHAT POSITION(S) ARE YOU INTERESTED IN APPLYING FOR:</b>			
Guide	Lead Teacher	Site Director	Other:
<b>SCHEDULE</b>			
Are there any restrictions that would prevent you from working the entire 8-week summer schedule (from <b>June 1, 2019</b> to <b>July 31, 2019, M-F, 9-2</b> )? If so, please explain and indicate the dates when you would <b>NOT</b> be available.			
Are you interested in working on Saturdays or during school breaks and holidays throughout the year?    Yes    No			
T-shirt size:			
<b>Why do you want to work at TerraTime, what would you contribute to the staff, and why should you be offered a position?</b>			
(Attach a separate page or write on back)			
<b>DISCLAIMER AND SIGNATURE</b>			
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with TerraTime creates and actual or implied contract of employment. I understand that, if I accept employment with TerraTime, it will be on an at-will basis. This means that either TerraTime or I have the right to terminate the employment relationship at any time, for any reason, with or without cause. I agree to submit to drug and alcohol testing, if requested by TerraTime. I release TerraTime, and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing. I authorize TerraTime to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release TerraTime and its employees from all liability arising from such investigation.			
Signature			Date

