**APPLICATION FOR EMPLOYMENT**



Employment info: just4usemployment@gmail.com

[www.just4uschildcare.com](http://www.just4uschildcare.com)

**St. Charles locations: St. Peters location: O’Fallon location:**

1579 S Old Hwy 94 2559 Raymond Dr. 3011 Mid Rivers Mall Dr. 192 Frontier Park Dr.

St. Charles, MO 63303 St. Charles, MO 63301 St. Peters, MO 63376 O’Fallon, MO 63366

Ph. (636) 925-2400 Ph. (636) 493-6030 Ph. 636-387-1114 Ph. (636) 978-8887

Fax (636) 925-0500 Fax (636) 493-6031

**Position applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ⧫ Preferred wage? $\_\_\_\_/hr ⧫ Application Date: \_\_\_\_\_\_\_\_\_\_\_\_**

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| **Applicant Information** |
| Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  List other names used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ⧫ Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ⧫ City/State/Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ cell ❑ home ❑ check here if OK to leave a message    Social Security number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ⧫ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Have you ever applied to Just 4 Us before? ❑ Yes ❑ No If yes, which location? ❑Hwy 94 ❑Raymond Dr ❑Frontier ❑Mid Rivers  Have you ever worked for Just 4 Us? ❑ Yes ❑ No If yes, which location? ❑Hwy 94 ❑Raymond Dr ❑Frontier ❑Mid Rivers ❑ Bryan |

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| **How did you hear about Just 4 Us?** |
| Employee referral – first and last name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  From one of the following:  ❑ Previously employed ❑ Sign on building/van ❑ Just 4 Us website  ❑ Indeed ❑ Walk in/word of mouth ❑ Social Media  ❑ Glassdoor ❑ Job fair ❑ Facebook  ❑ Craigslist ❑ Jobs.MO.gov ❑ Twitter  ❑ Other online job board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ Newspaper/magazine\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ LinkedIn  ❑ College job board: (list school) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑ College instructor: (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑ High School teacher/counselor (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Please read carefully before answering:** |
| *The Civil Rights Act of 1964 and other federal laws prohibit discrimination in employment because of race, color, creed, religion, sex, national origin, age, citizenship, disability, veteran status, sexual orientation, or familial status. The following information is needed for the position for which you are applying, for a legally permissible reason, including but not limited to security requirements, affirmative action, a bona fide occupational qualification, or business necessity.* |
| Are you age 18 or older? ❑ Yes ❑ No  *Employment is subject to verification of minimum legal age. Some positions require age 21 or older.*  Are you legally entitled to work in the United States? ❑ Yes ❑ No  Based on the job description/posted requirements, are you able to perform the duties of the position you’re applying for? ❑Yes ❑No  Do you have a current driver’s license? ❑ Yes ❑ No Type: ❑ regular ❑ class E ❑ other  Do you have a clean driving record? ❑ Yes ❑ No If no, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Have you ever been convicted of a felony? ❑ Yes ❑ No If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are you able to pass a criminal background check? ❑ Yes ❑ No |

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| **Employment History**  List current or most recent first. Attach additional sheets if necessary  \*\*Resumes may be attached but to not replace the information requested\*\* | | | |
| Business name: | | Business phone (required): | Ending salary:  $ per |
| Employment Dates:  FROM: TO:  ❑ currently employed | City and State of business: | Supervisor’s name | Position Held |
| Description of job duties: | | | |
| Reason for leaving?  May we contact? ❑ Yes ❑ No If no, why not? | | | |
|  | | | |
| Business name: | | Business phone (required): | Ending salary:  $ per |
| Employment Dates:  FROM: TO:  ❑ currently employed | City and State of business: | Supervisor’s name | Position Held |
| Description of job duties: | | | |
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| Description of job duties: | | | |
| Reason for leaving?  May we contact? ❑ Yes ❑ No If no, why not? | | | |

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| **Please explain any gaps in employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Other Related Experience** |
| Please list any other related experience, including volunteer work, student teaching, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Education** | | | |
|  | Name and location of school | Did you graduate? | Course of Study |
| High School/GED |  | ❑ Yes ❑ No |  |
| ❑ College  ❑ Tech/Vocational |  | ❑ Yes ❑ No |  |
| ❑ College  ❑ Graduate school |  | ❑ Yes ❑ No |  |
| **Special skills or Certifications** | | | |
| Do you have any special certifications, training or skills that are relevant to the position you are applying for? Please list and describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

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| **Availability** | | | | |
| Please list the times you are available to work each day between 6 am and 12 midnight: | | | | |
|  | Start time | End time |  | Are you available to work overtime? ❑ Yes ❑ No |
| Monday |  |  | Are you available to work evenings? ❑ Yes ❑ No |
| Tuesday |  |  | Are you interested in ❑ Part time ❑ Full time ❑ Summer only |
| Wednesday |  |  | Comments regarding availability: |
| Thursday |  |  |
| Friday |  |  | I would be able to start: ❑ ASAP ❑ After 1 week  ❑ After 2 weeks ❑ after 30 days |
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| **References** | | |
| Please provide the name, email address and daytime phone number of 3 work related references who have specific knowledge of your skills, abilities, and experience related to the position you are applying for. If you do not have any work experience, please list instructors, clergy, or other individuals who can vouch for your character. Please do not include family members. | | |
| **Name** | **Email and daytime phone number** |  |
|  |  | ❑ Current supervisor ❑ Previous supervisor  ❑ Current coworker ❑ Previous coworker  ❑ Instructor/teacher ❑ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | ❑ Current supervisor ❑ Previous supervisor  ❑ Current coworker ❑ Previous coworker  ❑ Instructor/teacher ❑ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | ❑ Current supervisor ❑ Previous supervisor  ❑ Current coworker ❑ Previous coworker  ❑ Instructor/teacher ❑ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Pre-employment Statement – please read and sign** |
| * The information I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in any of my application materials or during my interview may result in my application not being considered further, or if employed, termination from employment. * Any offer of employment I receive is contingent upon successful completion of the company’s pre-employment screening process, which includes receipt by the company of satisfactory reference checks and that I must successfully pass a background check, motor vehicle check, physical examination, and tuberculosis check. I understand that some or all of the associated costs for these items may be my responsibility. * I agree, if hired, to comply with the policies, rules, regulations, and procedures of the company. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the option of either the company or myself. * **I authorize and request that all of my present and former employers furnish information about my employment record, including reason for termination, performance, abilities, and other qualifications for employment, and hereby release them from any and all liability for damages arising from furnishing the requested information.**   Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |