



Heyward St Preschool
 2501 Heyward St
 Columbia, SC 29205

Employment Application

Application date	
Interview date	
Position applied for	

Personal Information

Full name	
Mailing Address	
Phone number	
Email address	
Date of birth	
SC Endeavors Number	

Employment Eligibility

Are you a citizen of US?	Yes	No
If you are not a citizen, are you allowed to work in U.S.?	Yes	No
Have you ever been convicted of a felony?	Yes	No

Education

Name of High School		Date graduated
Name of College		Date graduated
SC ECD 101 or CDA Name of school		Completion date

Employment / Experience

Company	Name of supervisor	Phone number or email address	Dates you worked at this company	Your role at this company

References

Please list contact information for two persons who will provide a reference as related to your work as a childcare provider.

Name	How they know you	Phone number or email

In the event you are hired at Heyward St Preschool you will be asked to:

- Complete a background check as required by SCDSS (paid for by HSP)
- Get fingerprints done by Identigo (paid for by HSP)
- Provide a health assessment
- Provide a recent TB test
- Be certified in CPR. Must be completed in first 30 days. (paid for by HSP)
- Provide a valid driver's license
- Complete 15 hours of mandatory SCDSS training in first 90 days of employment

If you agree to these requirements, initial here. _____

Copies of HSP's Personnel Manual and Terms of Employment will be given to employee, if hired. Employee must sign both of the documents.

Initial here _____

Disclaimer

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated. The application being fully completed in order for it to be considered.

Signature _____ Date _____