



**Rush Nursery School, Inc.**  
 50 Ward Hill Road  
 Henrietta, NY 14467  
[www.rushnurseryschool.org](http://www.rushnurseryschool.org)

**Employment Application**  
 Please Print

**Applicant Information**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Last First M.I.

**Position Applied For:** (please circle one)     Teacher     Teacher's Aide

**Address & Contact Information:**

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Telephone Number (home) E-mail Address

\_\_\_\_\_  
 Telephone Number (cell, work, other) Best time to call (day, evening)

**Referral Source**

How did you hear about employment opportunities at Rush Nursery School, Inc.? (Check all that apply. Please specify as indicated.)

- Employee Referral \_\_\_\_\_  Community Organization \_\_\_\_\_  
 www.rushnurseryschool.org  Newspaper Ad \_\_\_\_\_  
 Other \_\_\_\_\_

**Availability**

With the exception of holidays, Rush Nursery School, Inc. primarily operates Monday through Friday with classes in the A.M. and P.M. Please specify your interest:

Desired number of hours per week? \_\_\_\_\_ Date available to start? \_\_\_\_\_

<input type="checkbox"/> Monday AM	<input type="checkbox"/> Tuesday AM	<input type="checkbox"/> Wednesday AM	<input type="checkbox"/> Thursday AM	<input type="checkbox"/> Friday AM
<input type="checkbox"/> Monday PM	<input type="checkbox"/> Tuesday PM	<input type="checkbox"/> Wednesday PM	<input type="checkbox"/> Thursday PM	<input type="checkbox"/> Friday PM

**Eligibility**

If hired, can you provide proof that you are eligible to work in the United States for Rush Nursery School, Inc.?     Yes     No

Have you previously applied at Rush Nursery School, Inc.?     Yes     No    If yes, when? \_\_\_\_\_

Have you ever been convicted of any violation of the law other than a minor traffic offense?     Yes     No

If yes, how many times?     1     2     3 or more

Please provide the following information for your most recent convictions:

	Conviction 1	Conviction 2	Conviction 3
Date			
Type of offense			
Name & location of court			

*Note: A conviction does not automatically disqualify you from consideration. The nature of the offense, date of conviction, work history and other job-related qualifications will be considered in making our decision.*

~continued on reverse side~

## Education

Did you graduate or receive certification?			
High School or GED	<input type="checkbox"/> Currently Enrolled	<input type="checkbox"/> Graduated/ GED	<input type="checkbox"/> No
Other (Educational)	<input type="checkbox"/> Currently Enrolled	<input type="checkbox"/> Graduated	<input type="checkbox"/> No
College or University	<input type="checkbox"/> Currently Enrolled Area of Study: _____	<input type="checkbox"/> Graduated Degree Received: _____ Area of Study: _____	<input type="checkbox"/> No
Military	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Do you hold a valid NYS Teaching Certificate?  Yes  No      Certificate No.: \_\_\_\_\_

## Employment History

Please list your job history starting with your present or most recent job. Please fill this section out completely in addition to any resume you may be attaching.

Name & Address	Dates		Pay Rate	Position/Description	Reason for Leaving	May we contact for a reference? <i>If so, please provide phone number.</i>
	Start	End				

Any additional training or certifications received?

\_\_\_\_\_

\_\_\_\_\_

## References

Please list any additional references that you would like us to contact.

Name	Phone Number	Occupation	Relationship

## Disclaimer and Signature

I hereby affirm that the information supplied in this application is true and complete. Any deliberate falsifications, misrepresentations or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

Nothing in this application is intended to imply or create an employment relationship or contract for employment. If hired, my employment is at-will and can be terminated at any time, with or without notice, for any reason.

Employment with Rush Nursery School, Inc. is contingent upon the applicant passing a criminal background check. Rush Nursery School, Inc. has the right to revoke an offer of employment based on the job-related nature of a conviction.

I have read and agree to the conditions stated above. I give my consent to former employer(s) and other contacted persons to respond to questions pertaining to information on this application. Further, I release from liability such former employer(s) or other persons contacted by and providing information to Rush Nursery School, Inc.

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