

DENTON COOK, LLC  
DBA King's Kids Academy  
8133 Mansion Hill Ave. Madison, WI 53719  
**Employment Application**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
          First           Middle           Last

Birth date: \_\_\_\_\_ S.S.# \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Home Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Date you are available to start: \_\_\_\_\_

**Qualifications:** Academic achievements:  
(Schools attended, degrees earned, dates of completion)

High School Attended: \_\_\_\_\_

Graduated \_\_\_\_ Yes \_\_\_\_ No Year \_\_\_\_\_

Early Childhood Courses Taken: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Degree/Certificate: \_\_\_\_\_

Early Childhood Courses Taken: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Degree/Certificate: \_\_\_\_\_

College/University

Attended: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Program Major: \_\_\_\_\_

Degree/Certificate: \_\_\_\_\_

**Continuing education completed:**  
(Courses taken, dates of completion)

Course Taken: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Course Taken: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Course Taken: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Course Taken: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Course Taken: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Have you had first aid training? \_\_\_\_ Yes \_\_\_\_ No Date Completed: \_\_\_\_\_

Have you had CPR training? \_\_\_\_ Yes \_\_\_\_ No Date Completed: \_\_\_\_\_

**Professional organizations:**  
(List any in which you have membership)

Have you ever been convicted of or plead guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Work Experience**

Please list your previous work experience from the past five years starting with the most recent.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Can we contact them? \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position's): \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Can we contact them? \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position's): \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Can we contact them? \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position's): \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_

**References:**

Please list three individuals who are not related to you by blood or marriage as references. Please list people who have known you for at least three years.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

**Previous Volunteer Experience:**

Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Can we contact them? \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Position(s): \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_

## Waiver and Consent

I, \_\_\_\_\_, hereby certify that the information I have provided on this application for employment is true and correct. I authorize King's Kids Academy to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed on this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore I waive any rights I may have to confidentiality.

I understand that as part of consideration for employment at King's Kids Academy, I will be required to fill out a Background Verification form and a Background Check will be conducted.

In the event that my application is accepted and I become employed by King's Kids Academy, I will be required to provide a copy of my driving record as well as a current copy of my certificate of insurance on my personal vehicle.

I agree to abide by and be bound by the policies of King's Kids Academy and to refrain from inappropriate conduct in the performance of my duties on behalf of King's Kids Academy.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Signature of Applicant : \_\_\_\_\_ Date \_\_\_\_\_

Witness : \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF AFFIRMATION  
AGREEMENT BY EMPLOYEES AND STAFF  
OF KING'S KIDS ACADEMY  
8133 Mansion Hill Ave  
Madison, WI 53719**

It is expressly understood that, as a condition of employment by King's Kids Academy, I hereby affirm and agree to comply with the following procedural terms and provisions: \_\_\_\_\_

1. As an employee and representative of King's Kids Academy, I recognize the impact I have on my community and the children in my care. Therefore, I agree to refrain from all manner and appearance of immoral conduct, indecency, excess use of alcoholic beverages, use or distribution of illegal drugs, theft, use of tobacco in any form on the property (including Center vehicles), and making false, malicious or defamatory statements about King's Kids Academy, its owners, the administrative staff or fellow employees.
2. I understand the legal parameters and agree to keep confidential all information and communication which is related to the professional and personal nature of the center in connection with the children, their families, management and staff. This information may come in a variety of ways, including but not limited to conversation, correspondence, filing materials or any other internal transaction of the center. All such information will be considered confidential and cannot be discussed with unauthorized personnel without explicit authority from the director.

I understand that I may be discharged from employment for reasons including, but not limited to:

- a) Lack of educational or experiential background for my specific job description;
- b) Misrepresentation regarding previous work experience, employment or personal references, and all stated or implied historical information;
- c) A misdemeanor conviction or felony conviction involving emotional or physical child abuse, child neglect, children sexual exploitation or child pornography in any form; drunk driving; and trafficking in illegal drugs.
- d) Violations of any terms of this affirmation and agreement statement.
- e) Failure to comply with any policies and procedures of King's Kids Academy.
- f) Decline in enrollment, necessitating staff reduction.

By affixing my signature to this statement, I hereby affirm and agree to comply with all terms and provisions herein.

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_