



# APPLICATION FOR EMPLOYMENT

Please Return to:  
Bright Start Learning Center – 3522 N. Central Avenue – Chicago, IL 60634  
Fax: (708) 401-4073 Email: [info@brightstartchicago.com](mailto:info@brightstartchicago.com)

## INSTRUCTIONS FOR COMPLETING THIS EMPLOYMENT APPLICATION

We welcome you as an applicant for employment with Bright Start Learning Center. It is the policy and intent of Bright Start Learning Center to provide equal opportunity in employment to all persons regardless of race, color, gender, age, religion, national origin, ancestry, sexual orientation, marital status, veteran status, disability, or any other protected group status (except when gender, age, or physical ability is a bona fide occupational qualification) in all aspects of our personnel policies, programs, practices and operations. This policy applies to all types of full-time, part-time, temporary, and seasonal employment. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment with Bright Start Learning Center.

Bright Start Learning Center complies with the Americans with Disabilities Act (ADA). If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact Bright Start Learning Center at (708) 831-4111.

Please furnish us with complete information as requested in this application. **Do not submit a resume in place of completing any part of this application.**

Please identify the specific position(s) from our list of Current Job Openings for which you are applying.

1. \_\_\_\_\_ 2. \_\_\_\_\_

Full-time      Part-time      Date Available \_\_\_\_\_  
Temporary      Summer      Minimum Salary \_\_\_\_\_ per \_\_\_\_\_

### GENERAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you legally authorized to work in the United States? Yes      No  
*(Employment is subject to verification of U.S. citizenship or immigration status in accordance with the Immigration Reform and Control Act.)*

Are you at least 18 years of age? Yes      No

Were you previously employed by Bright Start? Yes      No

When? \_\_\_\_\_ In what position? \_\_\_\_\_

Have you ever been convicted of a crime other than a petty moving violation? Yes No

**APPLICANT IS NOT OBLIGATED TO DISCLOSE SEALED OR EXPUNGED RECORDS OF CONVICTION OR ARREST PURSUANT TO SECTION 12 OF THE ILLINOIS CRIMINAL IDENTIFICATION ACT, 20 ILCS 2630/12.**

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

If applicable for the position, please answer the next two questions:

Do you possess a valid Illinois Driver's License? Yes No

Do you possess a valid CDL? Yes No

**EDUCATION INFORMATION**

Type of School	Name & Mailing Address of School	Major	Last Year Completed	Degree Earned (If yes, indicate degree.)	
High School				Yes	No
College/University				Yes	No
College/University				Yes	No
Graduate				Yes	No
Technical/Business/ Trade School				Yes	No
Other				Yes	No

If you are not a high school graduate, have you passed the GED test? Yes No

List any special courses, seminars, workshops, etc., that might relate to this position.

List any licenses or certificates relating to this position.

List any other skills/experience that relate to this position (Typing, Software Skills, Heavy Machinery, etc.)

List professional, trade, business or civic activities or associations to which you belong. *(Please exclude memberships that would reveal gender, sexual orientation, race, religion, national origin, age, ancestry, disability or other protected status.)*

**EMPLOYMENT HISTORY**

Please begin with your present or most recent employer and **provide all the information requested**. Please do not write, "see resume."

May Bright Start contact your current employer?      Yes      No

**Employer:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Please list three references who are familiar with your work history and experience, including at least one former supervisor. Do not list relatives, friends or personal references.

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Business Relationship:** \_\_\_\_\_ **Years Known:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Business Relationship:** \_\_\_\_\_ **Years Known:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Business Relationship:** \_\_\_\_\_ **Years Known:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

How were you referred to Bright Start Learning Center?

Newspaper – Agency - Employee - BSLC Web Site - Cable - Other

Name of referral source: \_\_\_\_\_

**APPLICANT AGREEMENT: RELEASE AND CERTIFICATION**

**Please read before signing. Questions regarding this statement should be directed to any employment interviewer prior to signing.**

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations or omissions of fact contained in this application (or any other accompanying or required documents) may cause the rejection of this application or termination of employment without notice or benefits, regardless of how or when discovered.

I understand that all candidates hired are subject to satisfactory completion of an introductory period and a post-offer, pre-employment physical exam and drug screen. I authorize the investigation of all statements and information contained in this application. I release Bright Start Learning Center from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation.

I understand that this application is not, nor is it intended to be, a contract of employment. If hired, I agree to abide by all applicable Bright Start Learning Center rules and regulations.

I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment and employment related documents I have provided.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

*An Equal Opportunity Employer  
Reasonable Accommodation Upon Request*