

Employment Application

Central Faith Child Development Center & The Children's Academy

Date: ____/____/____ Position applied for: _____

How were you referred to us? _____

Type of Employment desired: Full-time Part-time Temporary Hourly wage/Salary requested _____

Are you 23 yrs. or older? Yes No Have you ever worked for this company? Yes No
(Information for Insurance Purposes)

Full Name: _____
(Last) (First) (Middle)

Address: _____ City/State: _____ Zip: _____

Phone:_(____)_____ Cell/Other:_(____)_____ E-mail Address: _____

Social Security # _____ Driver's License # _____

Education:

High School: _____ City & State: _____

Number of years completed: _____ Did you graduate? Yes No

College/University: _____ City & State: _____

Number of years completed: _____ Did you graduate? Yes No

Degree: _____ Major: _____ GPA: _____

Summarize your special skills or qualifications:

References:

Please furnish the name and addresses of two people to whom you are not related and by whom you have not been employed:

Name: _____ Phone: (____) _____

Address: _____ City: _____ State & Zip _____

Name: _____ Phone: (____) _____

Address: _____ City: _____ State & Zip _____

Previous Employment:

Begin with most recent:

Date of Employment: From ____/____/____ to ____/____/____

Company: _____ Position Held: _____

Address: _____ Phone #: _____

Supervisor: _____ Title: _____

Reason for leaving: _____

May we contact this employer? Yes No Salary: _____

Date of Employment: From ____/____/____ to ____/____/____

Company: _____ Position Held: _____

Address: _____ Phone #: _____

Supervisor: _____ Title: _____

Reason for leaving: _____

May we contact this employer? Yes No Salary: _____

Date of Employment: From ____/____/____ to ____/____/____

Company: _____ Position Held: _____

Address: _____ Phone #: _____

Supervisor: _____ Title: _____

Reason for leaving: _____

May we contact this employer? Yes No Salary: _____

Previous Employment Continued:

Date of Employment: From ____/____/____ to ____/____/____

Company: _____ Position Held: _____

Address: _____ Phone #: _____

Supervisor: _____ Title: _____

Reason for leaving: _____

May we contact this employer? Yes No Salary: _____

Date of Employment: From ____/____/____ to ____/____/____

Company: _____ Position Held: _____

Address: _____ Phone #: _____

Supervisor: _____ Title: _____

Reason for leaving: _____

May we contact this employer? Yes No Salary: _____

Have you ever been convicted of a felony or misdemeanor? (other than minor traffic tickets) _____

Have you ever been investigated by Child Protective Services? _____

Are you aware of any reason you would not be allowed to work with children? _____

Do you have a valid Texas Driver License? _____

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, medical or other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application. In the event that I am employed, I understand that false or misleading information given in my application or interview may result in my termination. I also understand that I will be required to complete a non-paid working interview to evaluate my skills. The interview is not an offer or guarantee of employment.

Signature of applicant: _____ Date: _____

Notes:

Applicant: _____

Date: _____

Instructions:

The following behaviors are those that are generally expected of individuals employed in the childcare industry. For each behavior, decide if it is acceptable or unacceptable for you to perform and circle that response.

A = Acceptable U = Unacceptable

- | | | |
|---|---|---|
| 1. Stand and walk the majority of the day. | A | U |
| 2. Carry and lift children and objects that weigh up to 40 pounds. | A | U |
| 3. Adhere to weekly working schedule: Work flexible hours. | A | U |
| 4. Put in overtime hours, work different schedules when needed. | A | U |
| 5. Take care of a sick child until picked up by parent. | A | U |
| 6. Follow policies and procedures at all times. | A | U |
| 7. Help others when necessary. | A | U |
| 8. Attend meetings and workshops outside of scheduled hours. | A | U |
| 9. Flexible, able to change routine when needed. | A | U |
| 10. Prepare and implement activities and lesson plans on a daily basis. | A | U |
| 11. Clean and organize center & remove garbage on a daily basis. | A | U |
| 12. Use positive methods of discipline, encourage self esteem. | A | U |
| 13. Consult, counsel, and communicate with parents on a daily basis. | A | U |
| 14. Change diapers, sanitize changing tables. | A | U |
| 15. Check, restock, clean, and sanitize bathrooms as needed. | A | U |
| 16. Administer medications and sunscreen as directed. | A | U |
| 17. Sanitize equipment and toys on a daily basis. | A | U |
| 18. Perform CPR (if trained) and first aide when necessary. | A | U |
| 19. Set up dining area and assist children during mealtime. | A | U |
| 20. Supervise fieldtrips, functions, and other outings. | A | U |
| 21. Dress children appropriately for indoor and outdoor activities. | A | U |
| 22. Alter lesson plans to meet individual child's development needs. | A | U |
| 23. Assist children in dealing with anger and grief. | A | U |
| 24. Maintain composure with children. | A | U |
| 25. Actively listen to children's concerns and issues. | A | U |
| 26. Supervise and teach up to 15 children at one time. | A | U |
| 27. Nurture children with individual attention so that they feel loved. | A | U |
| 28. Drive children to various locations in company vehicle. | A | U |
| 29. Cook and prepare meals for children. | A | U |
| 30. Assist children that have physical and/or mental disabilities. | A | U |
| 31. Supervise children of various ages (infants, toddler, preschool, etc.). | A | U |
| 32. Provide verbal & written feedback/communication to parents. | A | U |

Name: _____

Date: _____

These phrases refer to 2-6 year old children and to teaching them in a preschool situation. Please complete each phrase in a few words as possible. Complete them quickly, briefly and honestly. There are no right answers, only the way you feel.

1. Children are wonderful, but: _____

2. When a child cries, it makes me feel like: _____

3. When I speak to children: _____

4. Children who are not potty trained: _____

5. What children want to make them happy is: _____

6. What children need most is: _____

7. A child feels unhappy when: _____

8. Children misbehave because: _____

9. Children who pretend: _____

10. Friends are important to children because: _____

11. Children get into everything because: _____

12. Children learn the most when: _____

13. Children's art: _____

14. Before children go to kindergarten: _____

15. My favorite activity with children is: _____

16. My favorite story or picture book for children is: _____

17. My favorite children's game is: _____

18. My favorite TV show for children is: _____

19. Something that always makes me smile: _____

20. Something that makes me so angry is: _____

21. When I first get up in the morning, I feel: _____

22. My childhood was: _____

23. What I consider a real mess is: _____

24. That kind of mess that does not bother me is: _____

25. The teacher I remember most from my childhood (describe the teacher): _____

26. Teachers need: _____

27. Teachers should: _____

28. Supervisors: _____

29. I am easy to get along with because: _____

30. I think my two most important jobs as a preschool teacher will be: _____

31. Preschool should be: _____

32. I want to work at this preschool because: _____
