

## **Employment Qualifications**

We accept employment applications year-round. There is always a need for experienced early childhood development teachers as our program continues to grow. All applications will be reviewed, checked for accuracy, background checks will be conducted and any information submitted by you will be verified if you have submitted the following documents:

- A legible copy of a valid state-issued ID or Driver's License
- A legible copy of your state issued social security card
- A legible copy of proof of your high school level education (diploma, GED of completion or a transcript of high school completion)
- CPR/ First Aid Certification (not required for hire, but must be obtained before you can work in a classroom with children)
- Shaken Baby Syndrome Training (not required for hire, but must be obtained before you can work in a classroom with children)
- The Registry Certificate of Achievement

All applications and required documents can be submitted by U.S. Mail, by e-mail or dropped off in person at L.E.A.P. Childcare Center. Faxed documents will not be accepted, as they are not always legible.

Your application will not be reviewed and will be considered incomplete if we have not received all required documents. Once all completed applications have been reviewed and if your qualifications meet the current needs of our childcare program, you will be contacted to come in for an interview with the Director and Administrator. You may also be required to do an in-classroom work session to see if you are able to handle the class and to determine which age group fits your experience level.

Last Name	First Name	Middle Name
E-mail address		
Address		
City	State	Zip Code
Home Phone	Cell Phone Number	

Position applying for:

Lead Teacher/ Caregiver     Teacher/ Caregiver Aide     Substitute/ On-Call

Are you legally eligible to work in the United States:     Yes     No

Do you hold a full, clean Drivers License?  Yes  No

Hours available to work:

Monday: \_\_\_\_\_ to \_\_\_\_\_

Tuesday: \_\_\_\_\_ to \_\_\_\_\_

Wednesday: \_\_\_\_\_ to \_\_\_\_\_

Thursday: \_\_\_\_\_ to \_\_\_\_\_

Friday: \_\_\_\_\_ to \_\_\_\_\_

Are you available to work one Saturday each month for 4 hours?  Yes  No

**Please answer the following questions:**

1. Are you currently employed?  Yes  No

If yes, date you are available to start: \_\_\_\_\_

2. Ages you are comfortable with:

Infants (6 weeks- 17 months)

Toddlers (18 months- 23 months)

Pre-School (2 years-4 years)

School-Age (5 years+)

3. How many children are you comfortable with? Check all that apply.

4     8     11     13     15

4. Have you ever had a restraining order issued against you?  Yes  No

If yes, please explain:

5. Are you:  Married     Divorced     Single     Separated

6. Do you have any children: Yes No  
If yes, how many? \_\_\_\_\_
7. Are you looking for a position in which you can bring your child with you?  
Yes No
8. What languages are you fluent in?

9. Do you smoke? Yes No
10. Are you willing to do some housekeeping chores (sweeping, mopping, cleaning toilets, dusting, taking out trash, ect.)? Yes No
11. Are you willing to change diapers and potty train? Yes No
12. I enjoy singing and dancing and sitting on the floor with children. Yes No
13. I am flexible and able to work with all age groups. Yes No
14. I have a good attitude and am a team player. Yes No
15. I am friendly and can get along with everyone. Yes No
16. I am able to lift up to 25 pounds. Yes No
17. I accept responsibility for all my actions. Yes No
18. I am responsible, mature and make good judgments. Yes No
19. I am active and can get down to a child's level and play with him/her on the floor. Yes No
20. What do you have to offer L.E.A.P Childcare Center?

21. Why should we hire you instead of another applicant?

**DESCRIBE EXPERIENCE**

Childcare Experience:

Housekeeping Experience:

Describe your lifestyle and interests:

What are some creative projects and/or activities you have done with children?

What is your childcare style? Please Describe.

Do you have experience with children who have special needs? Yes No  
If yes, please describe.

Describe a way in which you showed creativity.

Why have you chosen to be an early childhood caregiver?

What do you see as your personality weakness?

What do you see as your personality strength?

How would you define what an early childhood caregiver/teacher is and what he/she does?

**EDUCATION**

Qualifications obtained from Schools, Colleges, and Universities. Please list highest qualification first:

Name, City & State of College or University currently attending or attended	Course of Study	Qualifications Obtained
	Date Graduated:	
Name, City & State of College or University currently attending or attended	Course of Study	Qualifications Obtained
	Date Graduated:	
Name, City & State of College or University currently attending or attended	Course of Study	Qualifications Obtained
	Date Graduated:	

**TRAINING & DEVELOPMENT**

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Program or Course	Duration of Course

**PERSONAL STATEMENT**

Abilities, skills, knowledge, and experience.

Please use this section to tell us about yourself, and to explain how you will contribute to our program. Please describe in detail your interests or hobbies along with what type of activities you would do with each of the following age groups: INFANTS (ages 6 weeks - 17 months), TODDLERS (ages 18 months - 23 months), 2 year olds, 3 year olds, and School-age children (ages 4 & 5 years)

**CRIMINAL HISTORY**

Have you been convicted of or charged with a felony or misdemeanor within the last 10 years? If yes, please explain. Having a history does not necessarily exclude you for hiring consideration. *Not* disclosing any history or falsifying details does.

Yes            No

If yes, please give details/ dates of offense(s)/what was the charge or alleged charge and sentence:

**PREVIOUS EMPLOYMENT**

Most recent employer first.

Name of Employer:	
Address:	
City, State & Zip Code:	
Phone Number:	
Title:	
Salary:	
Summary of Duties:	
Start Date:	End Date (if applicable):
Reason for leaving (if no longer employed):	



Name of Employer:	
Address:	
City, State & Zip Code:	
Phone Number:	
Title:	
Salary:	
Summary of Duties:	
Start Date:	End Date (if applicable):
Reason for leaving (if no longer employed):	

Name of Employer:	
Address:	
City, State & Zip Code:	
Phone Number:	
Title:	
Salary:	
Summary of Duties:	
Start Date:	End Date (if applicable):
Reason for leaving (if no longer employed):	

## DECLARATION

I confirm that in order to further my application for employment, L.E.A.P. Childcare Center will use the data I have supplied to conduct reference checks and to confirm my identity. I understand that L.E.A.P. Childcare may hold my information for future reference.

### Authorization and Consent for Release of Information

I certify that my answers are true and complete. I authorize you to make such investigations of all statements contained in this application for my employment as may be necessary in arriving at an employment decision. In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that if employed, I am required to adhere to all policies and procedures of Wisconsin Standards for Licensed Childcare Centers and company policies. I understand that my employment and compensation is terminable at-will. There is no definite period and my employment and compensation may be terminated by the company (employer) at any time and for any reason whatsoever, with or without cause at the option of the company or myself.

### **I hereby certify that:**

- ◆ I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specified document to that effect is executed by the employer and me in writing.
- ◆ I am aware that daily attendance fluctuates and varies day-to-day and that I am not guaranteed any specific or determined number of hours per day, per week or classroom assignment and that my work schedule will be based upon the daily current needs of the childcare program.
- ◆ All the information given by me on these forms is correct to the best of my knowledge.
- ◆ All questions relating to me have been accurately and fully answered.
- ◆ I possess all the qualifications which I claim to hold.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_