

# Grace Kids Learning Center Employment Application

INSTRUCTIONS: It is important that you fill out all sections of this application completely & to the best of your ability. Your application will be used as part of the hiring process &, therefore, should represent your best effort.

## Current Information (Please print clearly in ink)

Position Applied For \_\_\_\_\_ Date \_\_\_\_\_

When will you be available for employment? \_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Street & # City State Zip

TELEPHONE \_\_\_\_\_  
Cell Phone # DOB SSN

EMAIL ADDRESS \_\_\_\_\_

## General Information (Attach additional sheet if needed)

Have you ever been convicted of any crime under the name you used on this application or under any other name?

\_\_\_\_ Yes \_\_\_\_ No

If yes, please explain when, where, & disposition of case.

## Drivers License Information:

License Number \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_\_\_

## References

Please do not list family relatives. We recommend listing persons such as coworkers, teachers, etc., who have knowledge of your qualifications for the position for which you are applying. DHS does require that we personally speak with each of your references, so we recommend that you let your references know to expect a call from us.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

## Current & Past Employers (continued on next page)

Please list the past 3 places of employment (including current if applicable):

Business Name \_\_\_\_\_ Manager Name \_\_\_\_\_ Phone \_\_\_\_\_

Start Date (mm/dd/yy) \_\_\_\_\_ End Date (mm/dd/yy) \_\_\_\_\_ Were you fired? (circle one) Y | N

Reason for leaving \_\_\_\_\_

Business Name \_\_\_\_\_ Manager Name \_\_\_\_\_ Phone \_\_\_\_\_

Start Date (mm/dd/yy) \_\_\_\_\_ End Date (mm/dd/yy) \_\_\_\_\_ Were you fired? (circle one) Y | N

Reason for leaving \_\_\_\_\_

Business Name \_\_\_\_\_ Manager Name \_\_\_\_\_ Phone \_\_\_\_\_

Start Date (mm/dd/yy) \_\_\_\_\_ End Date (mm/dd/yy) \_\_\_\_\_ Were you fired? (circle one) Y | N

Reason for leaving \_\_\_\_\_

### Education

Please list all completed education levels:

High School Name \_\_\_\_\_ Year Graduated \_\_\_\_\_ Degree \_\_\_\_\_

College Name \_\_\_\_\_ Year Graduated \_\_\_\_\_ Degree \_\_\_\_\_

### Other Questions:

**Please list the days & hours you are available to work:** \_\_\_\_\_

Do you have any personal responsibilities or problems that may affect your daily attendance? If yes, explain:

\_\_\_\_\_

Please tell us about yourself: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please tell us about your experiences working with children & what ages: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you look at this job as being long-term or temporary? \_\_\_\_\_

Please tell us why you would like to work with children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you like most about working in childcare? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you like least about working in childcare? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your favorite age of children to work with? Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever taught or assisted with teaching preschool (i.e. circle time, lessons from curriculum)? If so, please describe your experience.

\_\_\_\_\_

\_\_\_\_\_

In your past work experience, how many children have you cared for alone and what ages? \_\_\_\_\_

Briefly explain your philosophy on disciplining children. \_\_\_\_\_

Briefly explain your philosophy on educating children. \_\_\_\_\_

How do you respond to:

a child who is having a temper tantrum? \_\_\_\_\_

a child who will not nap (just standing in crib crying)? \_\_\_\_\_

a child who talks back to you? \_\_\_\_\_

a child who hits or bites you? \_\_\_\_\_

a child who continually disrupts circle time? \_\_\_\_\_

a child who is having trouble separating from parent at drop-off time (upset, crying, clinging, etc.)? \_\_\_\_\_

a child who is having difficulty learning a skill or concept? \_\_\_\_\_

Describe a time when you had to handle an emergency or injury with a child. \_\_\_\_\_

What elements do you think make up a quality daycare? \_\_\_\_\_

This job requires 20 clock hours of childcare-related training per year. Do you understand that you will be responsible for acquiring this training, that you are responsible for the costs (if any) of this training, and that the training must be completed on your own time? \_\_\_\_ Yes (initial)

**Please read & sign the statement below:**

I certify that, to the best of my knowledge & belief, the information given truly represents my background & experience. I understand that if I have knowingly misrepresented or falsified any of the application information I may be disqualified for employment consideration or dismissed from employment.

I authorize my current & former employers to give any information regarding my employment, together with any information regarding me whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same. I also permit this employer to make a background investigation of me.

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