

For Office Use Only
Hire Date
Job Title
Pay Rate
Authorize Hire

CHILD CARE EMPLOYMENT APPLICATION

Personal Information

Date of application __/__/__

PLEASE PRINT

FIRST NAME	Last Name	Middle Initial
Street Address		
City, State, Zip		
Home Phone Number	Work Phone Number	
Facsimile Number	E-mail Address	
Social Security Number	Driver's License Number/State/Expiration	

(if job involves any driving)

POSITION APPLYING FOR: _____

Referred by: _____

Dates available for work: _____

EDUCATION AND SKILLS

Name	Address (City & State)	Course of Study/Major	Did you Graduate?	Diploma, GED, Degree	Hours Completed (If applicable)
High School				Yes No	
Business/Trade School				Yes No	
Undergraduate				Yes No	
Graduate				Yes No	
Other				Yes No	

CERTIFICATION, LICENSES & TRAININGS-*List only if related to job*

	Certificates	Expiration Date	From Whom:
First Aid:			
CPR:			
Trainings:			
Professional Licenses			

ADDITIONAL INFORMATION

Have you taken any college course(s) relating to Early Childhood, Elementary Education, Child Psychology, Human Growth & Development, Recreation, or Physical Education? YES NO

Are you currently employed? YES NO

May we contact your employer? YES NO

Are you currently on "lay off" status and subject to recall? YES NO

Are you at least 18 years of age, can you provide proof of your eligibility to work? YES NO

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? YES NO

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation? YES NO

If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for? YES NO

If YES, please explain:

Have you ever been convicted of any moving violation in the last three years? YES NO

If hired, do you have a reliable means of transportation to and from work? YES NO

WORK EXPERIENCE: List jobs starting with present or most recent position.

Employer: Name and Address	Start/End Date mm/yy	Position Held/Salary	Hours per week	Reason for leaving	Supervisor's Name and Phone #	Responsibilities
1.						
2.						

Are you willing to have your present employer contacted regarding your qualifications? **YES** **NO**

Have you ever been discharged or forced to resign from a position?

PROFESSIONAL REFERENCES Please list two (2) professional references (employer or supervisor).

Name	Telephone
Position	Company
Address	

Name	Telephone
Position	Company
Address	

LIST ANY QUALIFICATIONS OR EXPERIENCE YOU HAVE HAD WORKING WITH CHILDREN.

Organization	Telephone	Summarize your job responsibilities
Volunteer Title		
Immediate Supervisor and Title		
Dates Volunteered		
May we contact for reference?		

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Volunteer Title		
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May we contact for reference?		

PHYSICAL ABILITIES

Staff who work with children are expected to participate fully in a program for active youngsters. This may include lifting of young children, getting up and down from the floor, participation in lively indoor/outdoor activities, moving equipment and furnishings and generally being able to react quickly to ensure the safety of the children in care.

Are you able to perform the duties above? YES NO

Do you require any accommodations, modifications, or adaptive devices to assist you with performing this job? YES NO

If yes, please explain: _____

EMERGENCY CONTACT INFORMATION

Please list the name, address, and phone number of two people we may contact in case of an emergency.

Name	Address	Phone Number(s)

All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, religion, age, marital status, or disability. Powerkidz offers equal opportunity and treatment to all employees and applicants for employment.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts requested may be cause for immediate dismissal.

Applicants Signature Date

CRIMINAL BACKGROUND RELEASE FORM

I authorize the release of all criminal records maintained by local, state, and federal criminal records bureaus, agencies and departments, where allowed by law, including child abuse and child protection registries, to Powerkidz Learning and Daycare Center. I understand that this information will become part of my employment record with Powerkidz Learning and Daycare Center and may be used to determine my eligibility for employment with Powerkidz Learning and Daycare Center.

I hereby unconditionally release Powerkidz Learning and Daycare Center and any local, state, and federal bureau, agency and department and their agents, employees, officers or directors from any and all legal liability in any way related to or arising from the provisions or utilization of such records.

Applicants Signature Date

Received By Date

PLEASE READ EACH STATEMENT CLOSELY AND INITIAL EACH ACKNOWLEDGING YOUR UNDERSTANDING

_____ EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to term and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

_____ DISCRIMINATION AND SEXUAL HARASSMENT POLICY STATEMENT

This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

_____ DISCLOSURE TO APPLICANTS CONCERNING DRUG/ALCOHOL TESTING

If you are offered a position with the Company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

_____ COMPLETE AND ACCURATE INFORMATION

I hereby certify that I have no knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ AT-WILL EMPLOYMENT

I understand and agree that if I am employed, my employment will be "at-will", which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company's president.

-----**TESTING AUTHORIZATION**

If offered a position with the Company, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment.

I authorize into all statements and references contained in this application. Said investigation may include credit, driving , criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

-----**COMPANY OBLIGATION**

I understand and agree that the Company's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

Signature

Date