

# CARRIAGE HOUSE DAY CARE, LTD.

## APPLICATION FOR EMPLOYMENT

### Personal:

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
(If different from above) Street City State Zip

Telephone Number: ( ) \_\_\_\_\_ Referred By: \_\_\_\_\_

### Interest:

Position Applying For:  Part-time  Full-time Hours Available: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

If teacher applicant, are you available for substitute work?  Yes  No

Minimum acceptable salary: \$ \_\_\_\_\_ Ever employed at CHDC in past?  Yes  No

Are you presently employed? \_\_\_\_\_ If "yes", may we contact present employer?  Yes  No

Date you can start: \_\_\_\_\_

### Education:

	Name & Location Of School	Years Attended	Date Graduated	Major Course of Study
Elementary School				
High School				
College				
Other				

Are you planning to further your education:  Yes  No

If "yes", when \_\_\_\_\_

General subjects of special study or reference work: \_\_\_\_\_

Diploma or Certification (please specify) \_\_\_\_\_

To what organizations do you belong: (Educational or Professional) \_\_\_\_\_

Your hobbies and recreation: \_\_\_\_\_

Special Talents:

\_\_\_\_\_

Do you play any musical instruments?  No  Yes \_\_\_\_\_

Do you like to sing? \_\_\_\_\_

Besides English, what foreign language do you speak fluently? \_\_\_\_\_  Read  Speak

Why do you want to work in the child care profession? \_\_\_\_\_

**Background Check:**

Have you ever been convicted of a felony? \_\_\_\_\_

All employees must pass a background check, which includes fingerprinting, CANTS clearance, and reference checks. Is there anything on your criminal record, which may appear on your background check?  Yes  No

**Former Employers:** List below the last ten years of employment starting with last one first. **If not employed during the last ten years, state reason for unemployment.**

EMPLOYER NAME AND ADDRESS	DATES OF EMPLOYMENT <u>FROM</u> <u>TO</u>	TELEPHONE	POSITION	SALARY	REASON FOR LEAVING

**References:**

List below the names of three persons not related to you whom you have known for at least five years.

NAME	ADDRESS	TELEPHONE	YEARS KNOWN

**Physical Record:**

How would you describe your general health? \_\_\_\_\_

Have you any impairments in:  Hearing  Vision  Speech

Previous serious illnesses: (describe briefly) \_\_\_\_\_

Have you ever been seriously injured?  No  Yes How? \_\_\_\_\_

Are there any physical or personal limitations on the type of work you can do with children at school

or the amount of time you can spend at work?  No  Yes: \_\_\_\_\_

Date of last physical exam: \_\_\_\_\_

In case of emergency, contact: \_\_\_\_\_

Name

Address

Phone #

Relation

**Legal:**

Are you a U.S. Citizen?  Yes  No

If no, do you have a legal right & necessary documents to work in the U.S.  Yes  No?

I authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time without any previous notice.

Carriage House Day Care, LTD. does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, age, disability, or marital status. Carriage House Day Care is an equal opportunity employer and your response to any question will not be used as a basis for discrimination, but will be judged on its relevance to the position your are seeking. (The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect of individuals who are a least 40 but less than 70 years of age.)

ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON THE CLEARANCE OF CANTS AND OTHER BACKGROUND CHCEK INFORMATION. IF, AT ANY POINT OF EMPLOYMENT, AN EMPLOYEE CANNOT BE CLEARED BY CANTS BACKGROUND CHECK, THE EMPLOYEE MAYBE SUSPENDED OR TERMINATED IMMEDIATELY WITHOUT PAY UNTIL PROOF OF CLEARNAGE IS RECEIVED.

In the event of my employment with Carriage House Day Care Ltd, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the date effective. It is my understanding that the first three months of my employment are probationary, and if my services have not proved satisfactory, my employment may be discontinued on a week's notice without prejudice.

I understand that Carriage House Day Care, Ltd. policy does not allow the staff to do any babysitting for the children who attend the day care. I realize that to do so could lead to immediate termination.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please answer the following questions.

How would you organize your goals?

When did you develop an interest in working with young children, and why did you become interested?

If you left your center today, what do you consider is your greatest contribution to that center that you feel good about?

Why are you interested in this job?

Why do you think we should hire you?

What is your philosophy of education?

What would you do if a child bit you?

Why are you looking for a new job at this time?

Describe the best supervisor you ever had?

Describe for me the difference between discipline and punishment?

We all make mistakes? Can you give me an example of a mistake you have made?

What outside activities do you enjoy the most?