



**LITTLE TREASURES
LEARNING CENTER**

Office Use Only
Received By _____ On ___/___/___
Interview Date _____ Time _____

Referred by _____

APPLICATION FOR EMPLOYMENT

(Please Print Clearly)

Please fill out this application to the best of your ability. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, or any other status or condition protected by applicable federal or state laws.

Name _____ S.S. No. _____
Address _____ City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____

Personal

- Are you at least 16 years of age? Yes No
- If under 18 years of age, can you provide proof of eligibility to work? Yes No
- Are you a citizen of the United States? Yes No
- Can you provide proof of identification and proof of eligibility to work in this country? (i.e.: green card, social security card, passport, etc.) Yes No
- Have you ever been convicted of a crime? Yes No If yes, please explain.

- Childcare requires you to perform essential job functions, such as the ability to change diapers and lift children (weighing approximately 35 lb.). Can you perform these and other essential job functions of the job to which you are applying? Yes No

Availability

- Are you available: Full Time Part Time Substitute (As Needed)
- Which shift are you available to work? Mornings Afternoons Both
- How many hours a week are you available? _____
- When could you start employment with us? _____
- Do you have reliable transportation? Yes No
- Are you willing to attend training programs which will enhance your ability to perform your job? Yes No

References (other than previous employers and relatives)

We may contact the following references at our discretion.

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Education

High School Name and Location _____

Number of years attended _____ Graduated? Yes No GED

College Name and Location _____ Major _____

Number of years attended _____ Graduated? Yes No Degree _____

Trade or Other School Name and Location _____

Number of years attended _____ Graduated? Yes No GED

Do you have any specialized training or job- related skills? _____

Employment History

Please begin with your current or last job. Include military service assignments. If you include volunteer activities, please exclude organizations that might indicate race, color, religion, national origin, disability, or other protected status.

Employer _____
Street Address _____
City _____ State _____ Zip _____
Phone _____
Supervisor _____
Job Title _____
Duties/Responsibilities _____

From ___/___/___ To ___/___/___
Hourly Pay: Starting _____ Ending _____
Reason for leaving: _____

Employer _____
Street Address _____
City _____ State _____ Zip _____
Phone _____
Supervisor _____
Job Title _____
Duties/Responsibilities _____

From ___/___/___ To ___/___/___
Hourly Pay: Starting _____ Ending _____
Reason for leaving: _____

May we contact your present employer? Yes No

Applicant's Acknowledgement

I certify that the answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge. I understand also that if employed, I am required to abide by all the rules and regulations of Little Treasures Learning Center.

As a condition of my employment I accept the principle that the welfare of the organization and the children that Little Treasures Learning Center cares for depends upon the conduct and honesty of its employees and the trust and confidence of our customers and the public in general. The organization expects honesty, security, and confidentiality.

All employment here is at-will. Just as an employee may resign for any reason he/she has, the employer may also terminate an employee for any reason.

Signature _____ Date _____

Open Ended Questions

1. What do you feel are important goals to set for yourself when working with children?
2. What do you see as your strengths that would help you to promote your ideals for children?
3. What would you encourage in children?
4. What would you discourage in children?
5. What kind of atmosphere would you like to create in a room for children?
6. What would you hope a child would gain from his/her interaction with you?
7. What age group do you prefer to work with? Why?

8. What characteristics of this age group do you like the most?

9. Which characteristic of this age group irritates you the most?

10. What is it you wish to bring to this job?

11. What skills or knowledge would you like to develop further?

12. Is there anything else we should consider?