

**EMPLOYEE APPLICATION**

Application Date:

# PERSONAL INFORMATION

Name: Phone Number:

Address: Email: Are you of the age 18 or older? Yes No U.S. Citizen: Yes No

Are you willing to provide your Social Security Number if hired? Yes No In Case of Emergency, contact:

Name:

Relationship:

Address: Phone: ( ) Phone ( )

Are you under a doctor’s care? Yes No If yes, explain:

Are you able to lift up to 25 lbs? Yes No If no, explain:

Do you have any disabilities? Yes No If yes, explain:

Have you ever been convicted of a crime? Yes No If yes, explain:

Do you have any disabilities? Yes No If yes, explain:

Have you ever been convicted of a crime? Yes No If yes, explain:

Are you presently employed? Yes No

Position applying for: Preferred Age Group: infant toddler preschool Group Care Experience: Part Time Full Time Expected Salary: Hours/Days you cannot work: Will you have a child attending Charlotte’s Web ECC? Yes No

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| --- | --- | --- |
| **EDUCATIONAL BACKGROUND**  High School: Received Diploma | Yes | No Year |
| College: Received Diploma | Yes | No Year |
| Major:  Postgraduate College: Received Diploma | Yes | No Year |
| Major: |  |  |

**EMPLOYMENT HISTORY** Please list previous employment, starting with most recent (*You may attach a resume with additional information)*

May we contact the individuals below for references to your work? Yes No

If no, please explain:

* Place of Employment Position Duties Start Date Ending Date Reason for Leaving Supervisor Phone Number
* Place of Employment

Position

Duties Start Date Ending Date

# Please list 3 personal references (not related) – Name, Address, Phone Number

1**.**

2.

3.

# Do you have any special skills or talents that would be beneficial in working with young children?

(Please include administrative, organizational and communication skills.)

# What 3 words describe your personality?

**1.**

2.

3.

# Describe the role that parents, children and teachers play in a child care program.

Parents:

Children:

Teacher:

# What do you think makes a successful childcare program?

**What behaviors do infants have when they have a need or toddlers and pre-school age children when they are bored?**

**As a Teacher, what steps would you take to inform a parent of an accident? Confront a parent of a disruptive child? Respond to a voiced concern?**

**What are your future professional goals?**

*By completing this application, you give permission for the child care director to contact your references, verify your past work history, conduct a criminal background check, verify your driving record, and contact your previous employers to determine your suitability in working in the child care center.*

*By signing this application, you affirm that the information is true to the best of your knowledge. You also agree to release the center for any liabilities that result from the verification. Thank you.*

# Applicant

**Date**