

**Cross Lutheran Early Childcare 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 Applying For _____ Date _____

When will you be available for employment? _____

NAME _____
Last First Middle

ADDRESS _____
Street & No City State Zip

TELEPHONE _____
Home Cell

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.

Education

High School: _____ Graduated: Yes or No What Year: _____

Trade School: Yes or No Field of study: _____

College Degree: _____ From which School? _____

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 _____

Other Questions:

Please list the days & hours you are available to work: _____

Desired Salary: _____ (please give a real number, i.e. not "negotiable", etc.)

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 16 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 _____