

BEGINNERS INN CHILD CARE & LEARNING CENTER

EMPLOYMENT APPLICATION

PLEASE PRINT CLEARLY

PERSONAL

Name

Today's Date

Address: Street, City, State, Zip

Email address

Best Telephone Number to be reached at _____

Are you legally able to be employed in this country? _____ (If hired, verification will be required by law)

I have previously applied at Beginners Inn? ___No ___Yes, when _____

Position applying for:

___ Lead Teacher ___ Assistant Teacher

Classroom Age Preference

___ 6wks- 12mths ___ 12mths- 24mths ___ 24mths- 30mths ___ 30mths- 36mths
___ 3yrs ___ 4yrs ___ 5yrs ___ 6-12yrs ___ Other (Please specify) _____

Availability

Beginners Inn Hours of operation are Monday through Friday from 6:30 am- 6:00pm. Please list your start and end time for each day.

___ Full Time ___ Part Time

___ Seasonal ___ Temporary

List seasonal or temporary dates _____

	Mon	Tue	Wed	Thu	Fri
From					
To					

Total weekly hours you are available _____

Date available to start work _____

Salary desired _____

What prompted you to apply at Beginners Inn?

EDUCATION, CERTIFICATIONS, TRAININGS

High School

_____ Diploma Earned ____yes ____ no
Name City Graduation Year

College

_____ Name State Years Attended

_____ Major Minor Graduation Year

_____ Name State Years Attended

_____ Major Minor Graduation Year

Certifications/ Professional Training

_____ Type of Certificate Received Expiration Date Renewal Date if Applicable

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Annual CPR and BBP certification are required and First-Aid certification is required every 36 months. Please mark all certifications that you currently have.

___ Infant CPR ___ Child CPR ___ Adult CPR ___ First Aid ___ Blood Borne Pathogens

When do they expire? _____ (if hired, verification will be required by law)

Safe Sleep and Shaken Baby Syndrome training is required to work with children under the age of 35months.

Have you received this training? _____ When? _____ (if hired, verification will be required by law)

Please list any other types of educational, certifications or professional trainings that you have.

Please list any current memberships that you have with professional organizations such as NAEYC or 4C's?

Do you plan on furthering your education? ____No

____Yes, please explain how. _____

PREVIOUS EMPLOYMENT

Please list your last 3 employers.

Company _____ Position Held _____

Dates of Employment _____

Address (City, State) _____

Telephone _____

Supervisor's Name _____

Job Duties Performed _____

Starting Salary _____ Ending Salary _____

Reason for Leaving

Company _____ Position Held _____

Dates of Employment _____

Address (City, State) _____

Telephone _____

Supervisor's Name _____

Job Duties Performed _____

Starting Salary _____ Ending Salary _____

Reason for Leaving

Company _____ Position Held _____

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Telephone _____

Supervisor's Name _____

Job Duties Performed _____

Starting Salary _____ Ending Salary _____

Reason for Leaving

Field Experiences

Do you have any special talents that you could use while teaching such as playing a musical instrument, sign language or foreign language? _____

Describe how would you approach a parent about a child that is having a difficult day?

On the playground, you witness a co-worker handling a child in a rough manner. You know that is not acceptable, what would you do?

You planned an activity for the children and during the activity the children became bored and uninterested, how would you regain their attention?

You're working in a classroom and have a very fussy/ difficult child. What would you do to help this child?

Describe an activity other than an art project that you would implement for children. Please list the age of the children you would use this activity with. (Use the back if you need additional space)

REFERENCES

Please list 3 references. **No relatives** or previous supervisors.

_____	_____	_____
Name	Relationship	Telephone
_____	_____	_____
Name	Relationship	Telephone
_____	_____	_____
Name	Relationship	Telephone

I give the Beginners Inn permission to contact my previous employers and references. I authorize full disclosure of my work records from my current and previous employers. These records may include disciplinary actions, attendance and work evaluations.

I understand Beginners Inn employee’s professional and well- rounded individuals. I do know that professional standards require a two week notice prior to my resignation date.

Children require consistency therefore; employees are required to have prompt and consistent attendance. I understand that my classroom assignment and hours may be modified by Beginners Inn at anytime. Beginners Inn has the right to terminate my employment for any reason or no reason at any time. Beginners Inn complies with all state and federal laws, pertaining to licensing or employment.

To the best of my knowledge, the above information that I have provided is true and accurate.

_____	_____
Applicants Signature	Date

In case of emergency please notify:

_____	_____	_____	_____
Name	Address	Phone	Relationship

Applications will be kept for 60 days. You will need to complete a new application, if you wish to be considered again.