



Children's Day Center & Preschool

525 Madison Avenue, Baraboo, WI 53913 | (608) 356-4116 | childrensdaycenter.com

Employment Application

Date of Application: _____

Position Applying For: Classroom Teacher Center Director Center Cook
 Other: _____ Full-Time Part-Time

1 — PERSONAL INFORMATION

FULL NAME (LAST, FIRST, MIDDLE) _____ PREFERRED NAME / NICKNAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PRIMARY PHONE _____ ALTERNATE PHONE _____ EMAIL ADDRESS _____

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? Yes No ARE YOU 18 YEARS OF AGE OR OLDER? Yes No

2 — EDUCATION & CREDENTIALS

SCHOOL / INSTITUTION	LOCATION (CITY, STATE)	DEGREE / DIPLOMA / CERTIFICATE	FIELD OF STUDY	GRADUATED? / YEAR

RELEVANT CERTIFICATIONS, LICENSES, OR CREDENTIALS (E.G., CPR/FIRST AID, WI CHILDCARE LICENSE, CDA, DIRECTOR CREDENTIAL)

3 — EMPLOYMENT HISTORY (List most recent first. Attach additional sheet if needed.)

EMPLOYER NAME	DATES EMPLOYED (FROM - TO)	
ADDRESS (STREET, CITY, STATE)		
PHONE NUMBER	YOUR JOB TITLE	SUPERVISOR'S NAME
BRIEF DESCRIPTION OF DUTIES	STARTING PAY	ENDING PAY
REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYER NAME		DATES EMPLOYED (FROM - TO)	
ADDRESS (STREET, CITY, STATE)			
PHONE NUMBER	YOUR JOB TITLE	SUPERVISOR'S NAME	
BRIEF DESCRIPTION OF DUTIES		STARTING PAY	ENDING PAY
REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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4 — AVAILABILITY

DAY	AVAILABLE?	EARLIEST START TIME	LATEST END TIME
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

EARLIEST AVAILABLE START DATE

DESIRED PAY / SALARY RANGE

HOURS AVAILABLE PER WEEK

5 — CHILDCARE EXPERIENCE & BACKGROUND

DESCRIBE YOUR EXPERIENCE WORKING WITH YOUNG CHILDREN (AGES, SETTINGS, PROGRAMS, YEARS OF EXPERIENCE)

WHY ARE YOU INTERESTED IN WORKING AT CHILDREN'S DAY CENTER & PRESCHOOL?

DO YOU HAVE CURRENT CPR / FIRST AID CERTIFICATION?

Yes
 No
 In Progress

HAVE YOU EVER HELD A WISCONSIN CHILDCARE LICENSE OR SIMILAR LICENSE?

Yes
 No

HAVE YOU EVER BEEN CONVICTED OF A CRIME (OTHER THAN A MINOR TRAFFIC VIOLATION)? IF YES, DESCRIBE BELOW. A CONVICTION WILL NOT AUTOMATICALLY DISQUALIFY YOU.

No
 Yes — please explain:

HAVE YOU EVER HAD A CHILDCARE LICENSE, CERTIFICATION, OR TEACHING LICENSE REVOKED, SUSPENDED, OR DENIED?

No Yes — please explain:

6 — PROFESSIONAL REFERENCES (Do not list family members.)

FULL NAME	ORGANIZATION / RELATIONSHIP	PHONE NUMBER	EMAIL ADDRESS

7 — ADDITIONAL INFORMATION

IS THERE ANYTHING ELSE YOU WOULD LIKE US TO KNOW ABOUT YOUR QUALIFICATIONS, SKILLS, OR EXPERIENCE?

HOW DID YOU HEAR ABOUT THIS POSITION?

- Flyer / In Person Website Facebook Indeed / Job Board
- Word of Mouth Other: _____

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statement, misrepresentation, or omission of facts may be cause for rejection of this application or, if employed, immediate termination. I authorize Children's Day Center & Preschool to verify the information provided, contact references, and conduct a background check as required by Wisconsin childcare licensing regulations.

SIGNATURE OF APPLICANT

DATE

Children's Day Center & Preschool is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. | Return completed application to our office at 525 Madison Avenue, Baraboo, WI 53913, or download from childrensdaycenter.com.