

# JOB APPLICATION

Little Steps Daycare Center  
31 E Galbraith Rd, Cincinnati, Ohio 45216  
513-975-0051

Little Steps Daycare Center is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

## Applicant Information

**Applicant Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State and Zip Code:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
  
**Date of Application:** \_\_\_\_\_

## Employment Position

**Position(s) applying for:** Teacher Asst. & Administrator Asst.

How did you hear about this position? \_\_\_\_\_  
What days are you available for work? \_\_\_\_\_  
What hours or shift are you available for work? \_\_\_\_\_  
If needed, are you available to work overtime? \_\_\_\_\_  
On what date can you start working if you are hired? \_\_\_\_\_  
Do you have reliable transportation to and from work? \_\_\_\_\_  
Salary desired: \_\_\_\_\_

## Personal Information

Have you ever applied to or worked for Little Steps Daycare Center before? If yes, when?	Yes	No
Do you have any friends, relatives, or acquaintances working for Little Steps Daycare Center? If yes, state name & relationship:	Yes	No
Are you 18 years of age or older?	Yes	No
Are you a U.S. citizen or approved to work in the United States? What document can you provide as proof of citizenship or legal status?	Yes	No
Will you consent to a mandatory controlled substance test?	Yes	No
Do you have any condition which would require job accommodations? If yes, please describe accommodations required below.	Yes	No
Have you ever been convicted of a criminal offense (felony or misdemeanor)? If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:	Yes	No

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

**Job Skills/Qualifications**

Please list below the skills and qualifications you possess for the position for which you are applying:

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(Note: Little Steps Daycare Center complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional. )

**Education and Training**

**High School**

Name	Location (City, State)	Year Graduated	Degree Earned

**College/University**

Name	Location (City, State)	Year Graduated	Degree Earned

**Vocational School/Specialized Training**

Name	Location (City, State)	Year Graduated	Degree Earned

**Military:**

Are you a member of the Armed Services? \_\_\_\_\_

What branch of the military did you enlist? \_\_\_\_\_

What was your military rank when discharged? \_\_\_\_\_

How many years did you serve in the military? \_\_\_\_\_

What military skills do you possess that would be an asset for this position?

**Previous Employment**

**Employer Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

**Employer Telephone:** \_\_\_\_\_

**Dates Employed:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

**Employer Telephone:** \_\_\_\_\_

**Dates Employed:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

Job Title:

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Supervisor Name:

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Employer Address:

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City, State and Zip Code:

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Employer Telephone:

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Dates Employed:

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Reason for leaving:

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**References**

Please provide 2 personal and professional reference(s) below:

Reference	Contact Information

**Additional Information:**

Do you have any felonies, Thefts or Child Abuse Charges?

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Do you have early childcare? And if so how many years?

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Are you willing to take a drug test in the event of and serious Incidents or Accidents occur?

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**AT-WILL EMPLOYMENT**

The relationship between you and the Little Steps Daycare Center is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Little Steps Daycare Center. No representative of Little Steps Daycare Center has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

Applicant Signature: \_\_\_\_\_

Dated: \_\_\_\_\_