



90 28th Ave SE  
Watertown, SD 57201

## Application for Employment

### **Personal Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous address if less than 1 year at current address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you 18 years of age or older?

- ☐ Yes  
☐ No

Are you legally authorized to work in the United States?

- ☐ Yes  
☐ No

### **Position or positions desired:**

- ☐ Head teacher (certification or willing to obtain required, must be 18+)  
☐ Assistant teacher (18+ preferred)  
☐ Support staff (open to ages 16+)  
☐ Substitute  
☐ Kitchen  
☐ Office/Administrative  
☐ Bus Driver

### **Type of employment desired:**

- ☐ Full-time (10 hours per day, 4 days per week for childcare positions)  
☐ Part-time full days (10 hours per day, less than 4 days per week)  
☐ Part-time, partial days  
☐ Substitute - work when available to fill open shifts

**Date available to start:** \_\_\_\_\_



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### Education Completed:

- ☐ High School Diploma or equivalent
- ☐ CDA Credentials
- ☐ Associate Degree
- ☐ Bachelors Degree

| Degree | Institution | Year Earned/Anticipated |
|--------|-------------|-------------------------|
| _____  | _____       | _____                   |
| _____  | _____       | _____                   |
| _____  | _____       | _____                   |

### Current Certifications:

- ☐ CPR
- ☐ First Aid
- ☐ Drivers License
- ☐ Commercial Driver License with Passenger Endorsement

Are you able to perform the essential physical duties of working in a childcare center, which include lifting up to 40 pounds, frequently bending, kneeling, sitting on the floor, and actively supervising children both indoors and outdoors?

- ☐ Yes
- ☐ No

### Professional References:

Please provide two non-family member references who can speak to your work ethic or experience with children.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_



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What skills or experiences do you possess that make you a good fit for this position?

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### Previous Employment

Please list your last 2-3 positions, starting with the most recent first.

Place of Employment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



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## **Application for Employment**

### **Acknowledgement and Consent**

*Initial each of the following:*

\_\_\_\_\_ I understand that any misrepresentations, omissions of facts or incomplete answers during the application process may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts during the application process may be cause for my dismissal at any time without prior notice.

\_\_\_\_\_ I understand my relationship with Our Little Village Learning Center is “at-will”. This means my employment can be terminated at any time for any reason, with or without cause, with or without notice, by me or Our Little Village. No representative of Our Little Village has authority to enter into any agreement contrary to the foregoing ‘employment at will’ relationship. I understand that my employment is ‘at will’ and acknowledge that no oral or written statements or representations regarding my employment can alter my at will employment status, except for a written statement signed by me and the Chair of the Board of Our Little Village Learning Center.

\_\_\_\_\_ In accordance with Child Care Development Block Grant Reauthorization Act of 2014, OLV is required to complete an in-State and national background screening for all program staff, including collection of fingerprints (FBI and DCI), Declaration of Prior Criminal Conviction & Military History, and SD Screening for Reports of Abuse and Neglect. If offered employment, I acknowledge and consent to background screening described above.

\_\_\_\_\_ Our Little Village Learning Center is an equal opportunity employer. This application will not be used to limit or exclude any applicant from consideration for employment on any 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. Our Little Village complies with ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_