



Cozy Corner Child Development Center

5329 Ramsey Street, Suite #33 • Fayetteville, NC 28311

PHONE: (910) 488-2259 • FAX: (910) 488-2284

EMAIL: cozycorner93@gmail.com • WEBSITE: www.cozyandjsu.com

EMPLOYMENT APPLICATION

Effective: August 2023

DOH: ___/___/___

Today's Date: _____

Full Name: _____

Social Security #

Home Address: _____ Birth Date: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ - _____ E-Mail Address: _____

Alternate Phone: (____) _____ - _____ Are you at least 18 years of age? Yes No

Are you legally eligible to work in the U.S.? Yes No (Original documentation required on 1st day of employment)

Position Applied for: _____ Full Time Part Time Substitute

Salary Desired: _____ / per hour Date You Can Begin Work: _____

Do you have any restrictions as to working hours/days? _____

Have you ever been employed with us before? No Yes, give dates: _____

Do any of your friends or relatives work here? No Yes, list name and relationship: _____

Why do you want to work with our facility? _____

Education: (attach documentation of qualifying education)

School Name	Subject	Dates	Degree/Certificate
High School			<input type="checkbox"/> Diploma <input type="checkbox"/> GED
College			
Other			

Have you attended / completed any childcare training courses or semester hours in Early Childhood?

If necessary, attach separate list. No Yes, please list:

Are you currently enrolled in any early childhood courses at a community college or university?

No Yes, please list courses: _____

Are you willing to take additional college level courses to further your early childhood education?

Yes No, please explain: _____

References:

List three individuals (not related to you) who are familiar with your work-related skills:

Name: _____ Relationship to you: _____

Company Name: _____ Position: _____

Company Address: _____

Telephone #: _____ Years Acquainted: _____

Name: _____ Relationship to you: _____

Company Name: _____ Position: _____

Company Address: _____

Telephone #: _____ Years Acquainted: _____

Name: _____ Relationship to you: _____

Company Name: _____ Position: _____

Company Address: _____

Telephone #: _____ Years Acquainted: _____

Personal Information:

Do you have a criminal record? No Yes, explain: _____

Have you ever been shown by credible evidence, e.g. a court order or jury to have abused, neglected, or deprived a child or adult or have subjected any person to serious injury as a result of intentional negligent misconduct?

No Yes, explain: _____

Can you adequately perform all assigned duties listed on the job description for the position you are applying?

Yes No, explain: _____

Certain positions require you to drive a company vehicle. Do you have a valid driver's license? Yes No

If yes, please provide your license #: _____

State Issued: _____ Class of License: _____

Do you hold CPR training certificate? No Yes, expiration date: _____

All states require that teachers receive annual child care training. Are you willing to obtain the hours required to continue your employment? Yes No, explain: _____

Have you completed Credentials I and II? No Yes, date completed: _____

Are your current transcripts on record with the Division of Child Development? Yes No, indicate courses to be submitted: _____

Employment History:

Beginning with your most recent/current employer, complete for your last three employers. If unemployed at any time during this period, indicate how you spent your time (student, unemployed, housewife, etc.)

May we contact your current employer? Yes No

Company Name: _____	Supervisor: _____
Address: _____	City, State, Zip: _____
Telephone No.: _____	Rate of Pay: _____
Dates of Employment: _____	to _____
Last Position: _____	Responsibilities: _____
Reason for Leaving: _____	

Company Name: _____	Supervisor: _____
Address: _____	City, State, Zip: _____
Telephone No.: _____	Rate of Pay: _____
Dates of Employment: _____	to _____
Last Position: _____	Responsibilities: _____
Reason for Leaving: _____	

Company Name: _____	Supervisor: _____
Address: _____	City, State, Zip: _____
Telephone No.: _____	Rate of Pay: _____
Dates of Employment: _____	to _____
Last Position: _____	Responsibilities: _____
Reason for Leaving: _____	

Your signature below indicates you understand and confirm each of the following statements.

1. I understand that misrepresentation or omission of facts herein or on the employment application is cause for termination, if employed.

2. I have answered all portions of this application truthfully and correctly with no omissions.

Signature

Date

OFFICE ONLY: Date: _____ Position Desired: _____ Date Available: _____ Interviewed By: _____ Other: _____
--



Cozy Corner Child Development Center
Jump Start University Early Learning Center

5329 Ramsey Street, Suite #33 • Fayetteville, NC 28311
PHONE: (910) 488-2259 • FAX: (910) 488-2284
EMAIL: cozyandjsu@aol.com • www.cozy-jsu.com

**EMPLOYMENT
QUESTIONNAIRE**

Effective January 2014

Applicant's Name: _____

Why do you want to be a teacher?

--

What is your concept of quality childcare and what methods would you use to achieve it?

--

It is a child's first day at our facility. This is a new experience for him and he is unhappy. How would you handle this situation?

--

Every group has at least one child that is difficult to manage. How would you handle this situation?

--