



GOTTA LOVE ME CHILDCARE

36 W. Maple Ave, Merchantville, NJ 08109

Ph: 856-444-0751 or 856-320-8890 | Email:

gottaloveme2024@outlook.com

Website: www.gottaloveme.com | "More Than Childcare, It's Love."

EMPLOYMENT APPLICATION

Teacher • Assistant Teacher • Director • Assistant Director

APPLICATION INSTRUCTIONS: Please type or print clearly in blue or black ink. Complete every applicable section and attach a resume plus copies of relevant credentials. Do not provide a Social Security number, date of birth, medical history, salary history, or criminal-history information on this initial application. Incomplete applications may delay consideration.

Gotta Love Me Childcare is an equal opportunity employer. Qualified applicants are considered without regard to any status protected by federal, state, or local law. Reasonable accommodation is available during the application process.

1. POSITION REQUESTED

☐ Teacher / Group Teacher	☐ Assistant Teacher	☐ Director
☐ Assistant Director	☐ Preschool / PreK Program	☐ Before-School Program
☐ After-School Program	☐ Summer Camp / Seasonal	☐ Full-time
☐ Part-time	☐ Substitute / On-call	☐ Temporary / Seasonal

POSITION TITLE LISTED IN JOB POSTING _____	EARLIEST AVAILABLE START DATE _____	PREFERRED LOCATION/PROGRAM _____
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2. APPLICANT INFORMATION

LEGAL FIRST NAME _____	MIDDLE NAME/INITIAL _____	LAST NAME _____
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PREFERRED NAME _____	PRIMARY PHONE _____	ALTERNATE PHONE _____
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EMAIL ADDRESS _____	STREET ADDRESS _____
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CITY _____	STATE _____	ZIP CODE _____
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ARE YOU AT LEAST 18 YEARS OLD? ☐ YES ☐ NO _____	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? ☐ YES ☐ NO _____
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HAVE YOU PREVIOUSLY WORKED FOR GOTTA LOVE ME CHILDCARE? ☐ YES ☐ NO _____	IF YES, POSITION AND DATES _____
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3. AVAILABILITY AND SCHEDULING

- ☐ I can meet the regular attendance and punctuality requirements of the position for which I am applying.
- ☐ I understand childcare schedules may require opening, closing, before-school, after-school, summer, field-trip, or occasional event coverage.

Day	Earliest Start	Latest End	Not Available / Notes
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday (events)			
Sunday (events)			

TOTAL HOURS DESIRED PER WEEK _____	ANY RECURRING SCHEDULING LIMITATIONS _____
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4. EDUCATION

School / Institution	City & State	Diploma / Degree	Major / Field	Credits Completed	Graduation Year
High School / GED					
College / University					
Graduate School					
Other Training					

Early Childhood / Child Development Coursework

Course Title	Institution	Credits / Clock Hours	Completion Date



**GOTTA LOVE ME CHILDCARE —
EMPLOYMENT APPLICATION**

Applicant: _____

Course Title	Institution	Credits / Clock Hours	Completion Date



5. CREDENTIALS, CERTIFICATIONS, AND REQUIRED DOCUMENTATION

☐ High School Diploma / GED	☐ Associate Degree
☐ Bachelor's Degree	☐ Master's Degree
☐ Child Development Associate (CDA)	☐ Certified Child Care Professional (CCP)
☐ NJ Group Teacher Approval / Endorsement	☐ NJ Head Teacher Approval / Endorsement
☐ NJ School-Age Program Supervisor Endorsement	☐ NJ P-3 Teaching Certificate
☐ NJ Substitute Credential	☐ Infant/Toddler Credential
☐ Pediatric First Aid	☐ Pediatric CPR / AED
☐ Medication Administration Training	☐ Food Handler / ServSafe
☐ Mandated Reporter Training	☐ Health & Safety Basics / CCDBG Training
☐ Transportation / Van Driver Qualification	☐ Other relevant credential

CREDENTIAL / CERTIFICATE NUMBERS (WHERE APPLICABLE) _____	EXPIRATION DATES _____
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NJ WORKFORCE REGISTRY / NJCCIS ID (OPTIONAL AT APPLICATION) _____	LANGUAGES SPOKEN / WRITTEN _____
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Please list professional development completed within the last three years:

Training Topic	Provider	Clock Hours	Completion Date



6. EMPLOYMENT HISTORY | List the three most recent positions, beginning with the current or most recent.

EMPLOYER 1

EMPLOYER NAME _____	CITY/STATE _____	PHONE _____
JOB TITLE _____	SUPERVISOR NAME/TITLE _____	DATES EMPLOYED (MM/YYYY - MM/YYYY) _____
PRIMARY AGE GROUP(S) SERVED _____	FULL-TIME / PART-TIME / SEASONAL _____	MAY WE CONTACT? ☐ YES ☐ NO _____

Key duties, accomplishments, and reason for leaving:

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EMPLOYER 2

EMPLOYER NAME _____	CITY/STATE _____	PHONE _____
JOB TITLE _____	SUPERVISOR NAME/TITLE _____	DATES EMPLOYED (MM/YYYY - MM/YYYY) _____
PRIMARY AGE GROUP(S) SERVED _____	FULL-TIME / PART-TIME / SEASONAL _____	MAY WE CONTACT? ☐ YES ☐ NO _____

Key duties, accomplishments, and reason for leaving:

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6. EMPLOYMENT HISTORY — CONTINUED

EMPLOYER 3

EMPLOYER NAME _____	CITY/STATE _____	PHONE _____
JOB TITLE _____	SUPERVISOR NAME/TITLE _____	DATES EMPLOYED (MM/YYYY - MM/YYYY) _____
PRIMARY AGE GROUP(S) SERVED _____	FULL-TIME / PART-TIME / SEASONAL _____	MAY WE CONTACT? ☐ YES ☐ NO _____

Key duties, accomplishments, and reason for leaving:

ADDITIONAL RELEVANT EXPERIENCE

ORGANIZATION / SCHOOL / VOLUNTEER SITE _____	ROLE / PRACTICUM / VOLUNTEER TITLE _____	DATES _____
SUPERVISOR / CONTACT _____	AGE GROUP(S) SERVED _____	APPROXIMATE HOURS _____

Duties, learning experiences, or accomplishments:

Explain any employment gap of three months or more during the past five years (do not include medical information):

MAY WE CONTACT YOUR CURRENT EMPLOYER BEFORE A CONDITIONAL OFFER? ☐ YES ☐ NO _____	IF NO, BRIEFLY EXPLAIN _____
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7. CHILDCARE AND CLASSROOM EXPERIENCE

Indicate your direct experience. Check all that apply and write the approximate number of years beside each item.

☐ Infants (0–17 months): ____ years	☐ Toddlers (18–29 months): ____ years
☐ Preschool (2½–4 years): ____ years	☐ PreK / Kindergarten readiness: ____ years
☐ School-age (5–13 years): ____ years	☐ Children with disabilities / special needs: ____ years
☐ Mixed-age classrooms: ____ years	☐ Before- and after-school programs: ____ years
☐ Summer camp / enrichment: ____ years	☐ Field trips / off-site supervision: ____ years
☐ Opening classroom procedures	☐ Closing classroom procedures
☐ Lesson planning and curriculum	☐ Learning centers and classroom setup
☐ Positive guidance / behavior support	☐ Social-emotional learning (SEL)
☐ Observation and child assessment	☐ Family communication and conferences
☐ Diapering / toileting assistance	☐ Meal service / CACFP procedures
☐ Incident / accident reporting	☐ Medication procedures
☐ Health screening and illness exclusion	☐ Cleaning, sanitizing, and infection control
☐ Emergency drills / evacuation	☐ Child-count and transition tracking
☐ Transportation / bus or van supervision	☐ Technology used for family communication

Describe the age group(s), class size(s), and staff-to-child ratios you have worked with most often:

List curriculum systems, assessment tools, childcare software, or communication platforms you have used:

8. JOB-RELATED CAPABILITIES

- ☐ I can actively supervise children indoors and outdoors, including frequent standing, walking, bending, kneeling, and floor-level interaction, with or without reasonable accommodation.
- ☐ I can respond promptly in an emergency and follow written safety, health, supervision, and confidentiality procedures, with or without reasonable accommodation.
- ☐ I can communicate professionally with children, families, coworkers, school partners, and licensing representatives.
- ☐ I can use email, web-based systems, and basic office or classroom technology required for the role.

DO YOU REQUIRE AN ACCOMMODATION TO PARTICIPATE IN THE HIRING PROCESS?

☐ YES ☐ NO

**BEST WAY FOR US TO CONTACT YOU ABOUT AN
ACCOMMODATION**



9. LEADERSHIP AND ADMINISTRATIVE EXPERIENCE | Director and Assistant Director applicants should complete this section; others may answer if applicable.

☐ NJ DCF Office of Licensing compliance	☐ Staff hiring, onboarding, and orientation
☐ Staff scheduling and ratio coverage	☐ Coaching, evaluation, and corrective action
☐ Curriculum oversight and classroom observations	☐ Professional development planning
☐ Enrollment, tours, and family onboarding	☐ Tuition, subsidy, or attendance administration
☐ NJCCIS / Workforce Registry documentation	☐ CARI / CHRI / fingerprint process coordination
☐ Health records and staff file audits	☐ Incident investigation and reporting
☐ Emergency preparedness and drills	☐ CACFP / meal-program compliance
☐ Budgeting, purchasing, and inventory	☐ Marketing and community partnerships
☐ School-district / community-site partnerships	☐ Transportation program oversight
☐ Data systems, reports, and record retention	☐ Opening or restructuring a childcare program

LARGEST LICENSED CAPACITY / ENROLLMENT MANAGED _____	LARGEST NUMBER OF STAFF SUPERVISED _____	YEARS IN CHILDCARE LEADERSHIP _____
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LICENSING AGENCIES / QUALITY INITIATIVES WORKED WITH _____	BUDGETS OR REVENUE RESPONSIBILITY MANAGED _____
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9A. Describe your leadership style and how you establish accountability while maintaining a respectful, supportive culture.

9B. Give an example of how you corrected a compliance, staffing, family-service, or classroom-quality concern.

9C. Describe your experience preparing for licensing inspections, audits, monitoring visits, or corrective action plans.

9D. How do you manage staffing shortages while preserving supervision, required ratios, and program quality?



10. PROFESSIONAL QUESTIONS | All applicants must complete this section in their own words.

1. Why are you interested in working for Gotta Love Me Childcare, and why is the position you selected a good match for you?

2. What does “More Than Childcare, It’s Love” mean in daily professional practice?

3. Describe how you would respond when a child is having repeated challenging behavior without shaming, threatening, or using harsh discipline.

4. Give an example of an engaging, age-appropriate learning activity you planned or would plan. Include the learning goal and how you would adapt it for different needs.

5. A parent approaches you upset about an incident involving their child. How would you respond, document the concern, and involve leadership?



10. PROFESSIONAL QUESTIONS — CONTINUED

6. Describe a time you received corrective feedback. What did you do next, and what did you learn?

7. What steps do you take to maintain active supervision and accurate child counts during transitions, outdoor play, meals, rest time, and field trips?

8. How do you support teamwork when a coworker is overwhelmed or when you disagree about classroom practice?

9. What are your strongest professional skills, and what is one area you are currently working to improve?

10. Is there any additional job-related information, achievement, or experience you would like us to consider?



11. PROFESSIONAL REFERENCES | Provide three professional references who are not relatives. At least two should have supervised your work, training, or education.

Name	Title / Relationship	Organization	Phone	Email	Years Known

12. APPLICANT ACKNOWLEDGMENT AND CERTIFICATION

- I certify that the information provided in this application and any attachments is true, complete, and accurate to the best of my knowledge. I understand that material misrepresentation or omission may disqualify me from consideration or result in termination if discovered after employment.
 - I authorize Gotta Love Me Childcare to verify job-related information provided in this application and to contact the references, schools, credentialing bodies, and employers I have authorized, subject to applicable law.
 - I understand that employment in a licensed childcare setting may be contingent upon satisfactory completion of applicable identity, employment-eligibility, reference, credential, health, CARL, CHRI/fingerprint, sex-offender registry, and other legally required screenings. Any consumer-report disclosure and authorization will be provided separately when required.
 - I understand that submitting this application does not guarantee an interview or employment. If hired, I agree to follow all policies concerning child safety, active supervision, confidentiality, mandated reporting, professional conduct, attendance, health and sanitation, and licensing compliance.
 - I understand that, unless a written agreement signed by an authorized representative states otherwise, employment is at will and may be ended by either the employee or Gotta Love Me Childcare at any time, with or without notice or cause, subject to applicable law.
- ☐ I have read and agree to the Applicant Acknowledgment and Certification above.

APPLICANT SIGNATURE _____	PRINTED NAME _____	DATE _____
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13. FOR GOTTA LOVE ME CHILDCARE USE ONLY

Date received	Resume attached	Credentials attached	Application complete
Initial review by	Phone screen date	Interview date	Second interview date
Reference checks completed by/date	Credential verification completed by/date	Background process initiated	Proposed start date
Position considered	Program / location	Employment status	Schedule / shift



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Applicant: _____

Decision: ☐ Proceed ☐ Hold ☐ Decline	Conditional offer date	Final approval	Notes
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