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**Wish Upon A Star**

5305 Babcock Street

Palm Bay, FL 32905

Telephone: 321-726-1580

Fax: 321-726-6595

License # C18BR0221

**www.wishuponastarinc.com**

**Application for Employment**

|  |
| --- |
| **Personal Information** |
| **Name: Date:** |
| **Birth Date:** **Sex:**  M F **SS#:** |
| **Address:** |
| **City: State: Zip:** |
| **Time at Current Address:** |
| **Phone Number :** |
| **Email Address:** |
| **List any states you have lived in the last 5 years:** |

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| **Emergency Contacts** |
| *Name* | *Relationship* | *Phone Number* |
|  |  |  |
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| **Position Information** |
| **Position Applied For: Full Time** or **Part Time** (circle one) |
| **Available Start Date: Expected Hourly Salary:** |
| **Number of Hours Expected to Work:** 1-15 20-30 35-40  |
| **Hours Available to Work:** |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  |  |  |
|  |  |  |  |  |

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| **Education Information** |
| *School* | *Area of Study* | *Degree/Number of Years* |
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| **Achievements** |
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| **Employment History** *(for at least previous 5 years)* |
| **Current(last) Employer: Position:** |
| **Address:** |
| **Contact Name: Phone Number:** |
| **Start Date: End Date: Salary:** |
| **Reason for Leaving:** |

|  |
| --- |
| **Previous Employer: Position:** |
| **Address:** |
| **Contact Name: Phone Number:** |
| **Start Date: End Date: Salary:** |
| **Reason for Leaving:** |

|  |
| --- |
| **Previous Employer: Position:** |
| **Address:** |
| **Contact Name: Phone Number:** |
| **Start Date: End Date: Salary:** |
| **Reason for Leaving:** |

|  |
| --- |
| **Previous Employer: Position:** |
| **Address:** |
| **Contact Name: Phone Number:** |
| **Start Date: End Date: Salary:** |
| **Reason for Leaving:** |
| \*If additional previous employers, please attach on separate sheet\***References** |
| *Name* | *Relationship to Applicant* | *Phone Number* | *Years Known* |
|  |  |  |  |
|  |  |  |  |
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| **Acknowledgment** |
| I hereby certify that the information provided by me in this application and in any attachments provided herewith, is true and correct to the best of my knowledge. I agree to have any of the statements checked by the organization unless I have indicated to the contrary. I authorize the above listed references, and any others to provide the company any and all information concerning my previous or present employment and any pertinent information they might have. Further, I release all parties and persons from any disclosures of such information by the organization or any of it's agents or representatives. I understand that any misrepresentation of falsification of the information on this application may result in my failure to receive an offer of employment, or if I am hired, in my immediate dismissal from my employment without any notice or compensation. I understand that I will be on an initial training orientation period of two days and a probationary period of ninety days from the first of my employment.  |

**Applicant's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Wish Upon A Star**

5305 Babcock Street. Palm Bay FL 32905

**Pre-Employment Drug Screening Policy**

All job applicants at this Company will undergo screening for the presence of illegal drugs as a condition for employment. Applicants will be required to voluntarily submit to a urinalysis test at a laboratory chosen by the Company, and by signing a consent agreement, will release the company from liability.

(any applicant with positive test results will be denied employment at that time)

The Company will not discriminate against applicants for employment because of past abuse of drugs or alcohol. It is the current abuse of drugs or alcohol, which prevents employees from properly performing their jobs that the Company will not tolerate.

**Pre-Employment Agreement**

**Please Read Carefully**

I freely and voluntarily agree to submit to a urinalysis (drug screen) as part of my application for employment. I understand that either refusal to submit to the urinalysis screen or failure to qualify according to the minimum standards established by the Company for this screen might disqualify me from further consideration for employment.

I further understand that upon commencement of employment with the Company, I may again be required to submit to a urinalysis screen. I understand that refusal to take a requested urinalysis screen or failure to meet the minimum standards set for the screen may result in immediate suspension or discharge.

In the event that employment commences prior to the Company receiving the drug test results, I understand that I will be immediately terminated if the result comes back positive, adulterated or substituted. I understand that a negative drug test result is required for consideration for permanent employment.

I have read in full and understand the above statements and conditions or employment.

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Applicant's Signature Date

Driver's License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issuing State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION QUALIFICATIONS**

**ALL** positions at Wish Upon A Star require a Level 2 background screening through the “Clearinghouse” in addition to completion of the Department of Children and Families mandatory 45 hours of training (including early literacy) and safe sleep practices.

Additional qualifications for each position are as follows.

**FLOATER and VOLUNTEER:**

**•** Shall be at least 18 years old

**•** Shall complete 30 clock hours of job-related continuing education during the first year of employment and 24 hours each year thereafter.

**DRIVER:**

**•** Shall be at least 25 years old and hold a valid driver’s license.

**•** Shall have a valid certificate in pediatric first aid, including management of a blocked airway and rescue breathing.

**•** Shall have no record of substance abuse or conviction of crimes in violence or child abuse.

**•** Shall have no criminal record of crimes against or involving children, child neglect or abuse, or any crime of violence.

**•** Shall have a clean driving record for more than five years, with no moving violations.

**ASSISTANT TEACHER:**

**•** Shall be at least 18 years old and have a high school diploma or equivalent.

**•** Shall have a valid certificate in pediatric first aid, including management of a blocked airway and rescue breathing.

**•** Shall complete 30 clock hours of job-related continuing education during the first year of employment and 24 hours each year thereafter.

**HEAD TEACHER:**

**•** Shall be at least 21 years old.

**•** Shall have a valid certificate in pediatric first aid, including management of a blocked airway and rescue breathing.

**•** Shall have an undergraduate degree or higher in one of the following child related fields: Early Childhood Education, Child Development, Social Work, Nursing or Elementary Education OR hold a valid FCCPC (CDA) certificate.

**•** Shall have a minimum of three years experience as a head teacher or teacher assistant serving the children of the age group in care.

**•** Shall complete 30 clock hours of job-related continuing education during the first year of employment and 24 hours each year thereafter.

**ADMINISTRATOR or DIRECTOR:**

**•** Shall be at least 21 years old.

**•** Shall have a valid certificate in pediatric first aid, including management of a blocked airway and rescue breathing.

**•** Shall have a national competency based credential such as CCP (Certified Childcare Professional) or the CDA (Child Development Associate).

**•** Shall have successfully completed a course in early childhood administration.

**•** Shall complete 30 clock hours of job-related continuing education during the first year of employment and 24 hours each year thereafter.