

APPLICATION INSTRUCTIONS (Employment)

Thank you for your interest in Lene's Daily Child Care, Inc

Before your application can be processed it is important to do the following: All questions must be filled in, if the question does not apply simply mark it N/A.

1. **State Police Clearance** we will need **ORIGINAL** proof of the clearance, not to exceed 60 months old prior to hiring and copies of the request and proof of payment. Need All Attachments.
2. **Child Abuse Clearance** we will need **ORIGINAL** proof of the clearance, not to exceed 60 months old prior to hiring and copies of the request and proof of payment.
3. **F.B.I Clearance** and complete copy of rap sheet if applicable. We will need **ORIGINAL** proof of the clearance, not to exceed 60 months old prior to hiring and copies of the request and proof of payment. Please keep in mind, that there may need to be further verification for anyone that has a RAP sheet. Need All Attachments.
4. **National Sex Offender Clearance** we will need **ORIGIANAL CERTIFICATE**. You will need to complete this application prior to hiring. Takes up to 14 days for processing. See our office for the application.
5. **Health Assessment** (Must be completed on Child Staff Health Assessment form) Not to be older than 1 year old.
6. A copy of a valid photo ID is required (Must not be expired)
7. 2 references (Non-Family members) letters o.k.
8. Verification of experience must be a total of at least **2500** hours of experience working with children in any capacity. This equals 2 years of experience.
9. Proof of education i.e, copy high school diploma, and or full transcript indicating last grade completed and or proof of GED.
10. Proof of College degree and transcript, if applicable
11. Proof of childcare trainings, if applicable.

It's a good idea to call ahead to the management office to let the staff know that you will be coming by so we can be sure to review the application with you.

Office hours: Monday-Friday 6:30a.m. to 6:30 p.m.

<p>Lene's Daily Child Care I 6418 ½ Elmwood Ave Philadelphia Pa 19142 (215) 937-9847</p>	<p>Lene's Daily Child Care IV 28-30 Nth 52nd Philadelphia Pa 19139 (215) 921-4312</p>	<p>Small Pieces of The Puzzle 238-240 S 60th Philadelphia Pa 19139 (215) 883-0569</p>
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Release of Information

Lene's Daily Child Care. Inc

I/We the undersigned hereby authorize the release of information without liability to Lene's Daily Child Care, Inc.

For the purpose of determining my eligibility as a candidate for employment and or applicant by requesting proof or clarity of income/government subsidy/CCIS/childcare payment history, references, health assessment, F.B.I. clearance, child abuse and criminal clearances.

I hereby certify that I am at least 18 years of age and that the information given is true and correct. I also understand that any information found to be incorrect, incomplete or missing will automatically void my pending application for employment in all positions.

Name of Applicant

(Print) _____

(Signature) _____ (Date) _____