



Employment Application Packet

We appreciate your interest in employment at Arcoiris Child Care Preschool. We look forward to receiving your application.

The following checklist will assist you in your application process.

Complete/Sign all sections of the attached form.

All sections must be completed and submitted before processing begins.

- ☐ Employment Application Form
- ☐ Personal References
- ☐ Confidential Personal Information

Attach the following additional items.

- ☐ Current Resume
- ☐ Copies of pertinent certificates
- ☐ Copies of college transcripts

Please print, fill out, scan and submit completed application to: info@arcoiriscenter.com

Administration will review your completed file. If a position is open and qualifications are met, the office will contact you to schedule an interview.

Interview Process

- ☐ Interview time set _____
- ☐ Post Interview: You will be notified in writing of the decision regarding the status of your employment

This institution is an equal opportunity provider.



Employment Application Form

Application Date: ____/____/____ Date Available: ____/____/____

This application is to be completed by all applicants for any position (volunteer or paid) at Arcoiris Child Care Preschool. It is used to help provide a safe and secure environment for the children who participate in our programs and our facilities.

PERSONAL INFORMATION

Full Name _____ Birthdate _____

Street Address _____

City _____ State _____ Zip _____

Email _____

Daytime Phone _____ Cell _____

Best time to call _____

How long have you lived at the above address? _____

Additional addresses where you have resided at any time during the past two years:

Address _____

City _____ State _____ # years _____

Address _____

City _____ State _____ # years _____

POSITION DESIRED

☐ Full time ☐ Part time Position applying for _____

Days and Hours Available _____

How did you learn about the position for which you are applying?

Community Involvement: List activities, leadership positions, volunteer work, etc.

Description _____ Dates _____

Description _____ Dates _____

Description _____ Dates _____

EDUCATION

Highest level completed _____

School	Name & Location of School	Dates Attended	Number of Years	Graduation Date	Degree/Diploma
Graduate School					
College/ Undergrad					
Early Education Classes					
High School					

EMPLOYMENT (Provide accurate, complete employment record. Start with present or most recent employer)

Administration may contact the employers listed unless indicated below.

DO NOT CONTACT: _____

Reason: _____

1	Employer Name	Telephone	Dates Worked
	Address		
	Name of Supervisor	Reason for Leaving	
	Job Title & Description of Position		

2	Employer Name	Telephone	Dates Worked
	Address		
	Name of Supervisor	Reason for Leaving	
	Job Title & Description of Position		

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3	Employer Name	Telephone	Dates Worked
	Address		
	Name of Supervisor	Reason for Leaving	
	Job Title & Description of Position		

Personal References

Please provide at least one personal reference and one professional.

References	Personal Reference	Relationship	Phone Number
	Best time to contact:		
	Previous Supervisor	Name of Workplace	Phone Number
	Best time to contact:		
	Additional Reference (Optional)	Relationship	Phone Number
	Best time to contact:		

JOB RELATED QUESTIONS

1. Are you able to lift up to 30-40 lbs and remain active for 8 hours? ☐ Yes ☐ No
2. What languages do you speak fluently? ☐ English ☐ Spanish ☐ Other

Please respond to the following questions in a separate sheet of paper.

3. Why do you enjoy working with children?
4. How would you handle a situation where a child is crying and cannot be consoled?

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Confidential Personal Information

Full Name _____ Birthdate: _____

Soc. Sec. # _____

The following questions are used to determine what steps to take during the background check portion of the hiring process. Background checks must be completed before the first day of employment.

Have you ever been investigated for, accused, suspected, indicted, or convicted of any crime involving child abuse, child sexual abuse, attempted sexual abuse of a minor, or any other crime involving children? ☐ Yes ☐ No

As an adult, have you ever abused or molested a minor in any way, regardless of whether there was any criminal investigation or conviction ☐ Yes ☐ No

Have you ever been convicted of a D.U.I. offense ? ☐ Yes ☐ No

If yes, describe all convictions in the last five years

Has your driver's license ever been suspended or revoked ? ☐ Yes ☐ No

If yes, describe all occurrences in the last five years

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please explain in detail using a separate sheet of paper if necessary

I acknowledge that the answers to the above statements are true and complete. If necessary, I authorize Arcoiris Child Care Preschool to further investigate references, work records, evaluations, education or any other matters related to my suitability for employment. Furthermore, I authorize any references or former employers to disclose to the school all employment records, performance reviews, letters, reports and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release Arcoiris Child Care Preschool, my former employers, references and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to personally view any references given to Arcoiris Child Care Preschool.

Printed Name _____ Date _____

Signature _____

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