



APPLICATION FOR EMPLOYMENT
PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

DATE _____

PERSONAL INFORMATION

NAME (Last, First) _____ SOCIAL SECURITY NO. _____

PRESENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE NO. _____ CELL/PAGER NO. _____ OTHER NO. _____

DRIVER'S LICENSE #. _____ DOB _____

EMERGENCY CONTACT _____ RELATIONSHIP _____

PHONE NO. _____ ADDRESS _____

EMPLOYMENT DESIRED

POSITION: Front ECE Teacher Assistant Other REFERRED BY _____

DATE YOU CAN START _____ SALARY DESIRED _____

WHAT DAYS/NIGHTS & HOURS ARE YOU AVAILABLE? _____

ARE YOU CURRENTLY EMPLOYED? _____ MAY WE CONTACT THEM? _____

EDUCATION

HIGH SCHOOL _____ CITY _____ STATE _____

DID YOU GRADUATE? _____ SUBJECTS STUDIED _____

COLLEGE _____ CITY _____ STATE _____

DID YOU GRADUATE? _____ SUBJECTS STUDIED _____

TRADE/BUSINESS SCHOOL _____ CITY _____ STATE _____

DID YOU GRADUATE? _____ SUBJECTS STUDIED _____

REFERENCES

NAME _____ CITY/STATE _____ PHONE NO. _____

NAME _____ CITY/STATE _____ PHONE NO. _____

FORMER EMPLOYERS (START WITH LAST ONE FIRST)

EMPLOYER _____ FROM/TO _____

CITY/STATE _____ PHONE NO _____

POSITION _____ SALARY _____

EMPLOYER _____ FROM/TO _____

CITY/STATE _____ PHONE NO _____

POSITION _____ SALARY _____

EMPLOYER _____ FROM/TO _____

CITY/STATE _____ PHONE NO _____

POSITION _____ SALARY _____

QUESTIONS

HOW LONG HAVE YOU BEEN IN CHILDCARE? (THIS CAN INCLUDE BABYSITTING, NANNY WORK, CHURCH NURSERIES, CAMP COUNSELOR, ETC.)

DO YOU HAVE EARLY EDUCATION QUALIFICATIONS? (GROUP LEADER OR DIRECTOR)

DESCRIBE ANY TALENTS, EXPERIENCES, OR CLASSES THAT YOU HAVE HAD, INVOLVING CHILDREN?

WHAT AGES ARE YOU COMFORTABLE TAKING CARE OF?

HAVE YOU EVER BEEN ASKED TO LEAVE A DAYCARE OR BABYSITTING JOB?

IF YES, WHAT WAS THE SITUATION?

HAVE YOU EVER BEEN CONVICTED OF A CRIME THAT WOULD APPEAR ON ANY BACKGROUND CHECKS THAT WE ARE REQUIRED TO DO ON YOU BY THE DEPT OF HUMAN SERVICES, CHILD CARE DIVISION?

WHAT ACTIVITIES MIGHT YOU DO WITH A CHILD AROUND THE AGE OF 3?

HOW DO YOU DISCIPLINE A CHILD WHO IS NOT LISTENING TO YOU?

THROWING A TEMPER?

DO YOU FEEL COMFORTABLE GIVING FEEDBACK TO THE PARENTS OR THE CENTER'S SUPERVISORS?

AUTHORIZATION

“I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZED INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.”

ANY APPLICANT WHO KNOWINGLY OR WILLFULLY MAKES A FALSE STATEMENT OF ANY MATERIAL FACT OR THING IN THE APPLICATION IS GUILTY OF PERJURY IN THE SECOND DEGREE AS DEFINED IN SECTION 18-8-503, C.R.S., AND, UPON CONVICTION THEREOF, SHALL BE PUNISHED ACCORDINGLY.”

I HAVE NEVER BEEN CONVICTED OF ANY FELONY OR MISDEMEANOR, AND THERE ARE NO PENDING CRIMINAL CHARGES AGAINST ME.

DATE _____ SIGNATURE _____

INTERVIEWERS REMARKS

INTERVIEWED BY _____ DATE _____

PUNCTUALITY 1 2 3 4 5 PROFESIONAL APPEARANCE 1 2 3 4 5

CHILD CARE EXPERIENCE 1 2 3 4 5 ABILITY 1 2 3 4 5

PERSONALITY 1 2 3 4 5 FLEXIBILITY 1 2 3 4 5

PRESENCE 1 2 3 4 5 COMMUNICATES WELL 1 2 3 4 5

STATE EARLY CHILDHOOD EDUCATOR QUALIFIED: Yes No

HIRE? Yes No IF NO, REASON WHY _____

POSITION: ECE Teacher Front Assistant START DATE _____

SHIFTS HIRED TO WORK: Days Nights Wknds # OF HRS NEEDED: Min _____ Max _____

SALARY WAGES: Probation \$ _____ until date: _____ Pay Rate \$ _____ - _____ kids = \$ _____

POINT SYSTEM: 60 points on start date: + _____ points for anniversary + _____ points for anniversary + _____ points for anniversary
- _____ deducted for _____ on _____ - _____ deducted for _____ on _____
- _____ deducted for _____ on _____ - _____ deducted for _____ on _____

PAY INCREASES (when applied into payroll accounting system)

KT ECE Trained: \$.50 Pay Rate now \$ _____ Date: _____

1st year anniversary pay rate increase: .25 .50 Pay Rate now \$ _____ Date: _____

2nd year anniversary pay rate increase: 25 .50 Pay Rate now \$ _____ Date: _____

3rd year anniversary pay rate increase: 25 .50 Pay Rate now \$ _____ Date: _____

4th year anniversary pay rate increase: 25 .50 Pay Rate now \$ _____ Date: _____

Promotion Title: _____ Amt of increase: _____ Pay Rate now \$ _____ Date: _____

RECORD OF EMPLOYEE SITUATION/CONCERN OR CONVERSATION REGARDING WORK

Date: _____ Reason for conversation: _____

Result or Solution: _____

Date: _____ Reason for conversation: _____

Result or Solution: _____

Date: _____ Reason for conversation: _____

Result or Solution: _____

TERMINATION RECORD

Term Date: _____ Last Date Worked: _____ \$ owed to KidsTown? NO YES \$ _____

Resignation Terminated Reason for Separation: _____

Is this employee eligible to work at KidsTown again? Yes No Notes: _____