



# Parkside Playschool Employment Application

**We appreciate your interest in our center. We look forward to getting to know you!**

Please fill in all spaces, print or type clearly and complete your own application; it helps us get to know you better.

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Applicant: \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## **Emergency Contact Information**

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

## **Availability**

Position(s) you are applying for: \_\_\_\_\_

From your review of the job functions for the position for which you are applying, are you able to perform the essential functions of the job with or without reasonable accommodation? \_\_\_\_Yes \_\_\_\_No

We offer full and part time positions at Parkside Playschool. Please check your preference: ☐ Part Time ☐ Full Time

Wage or salary desired: \$\_\_\_\_\_ Date available for work: \_\_\_\_\_

Hours of availability:

|      | Monday | Tuesday | Wednesday | Thursday | Friday |
|------|--------|---------|-----------|----------|--------|
| From |        |         |           |          |        |
| To   |        |         |           |          |        |

## **Additional Opportunities at Parkside**

Once hired, we offer a few additional opportunities for employees to participate in for extra pay.

One Saturday a month Parkside Playschool will host Parents' Night Out, and teachers can sign up to work on a first come basis. This is a cash opportunity and teachers are paid cash the night of at a base of \$20 per hour plus any tips are split among the teachers who worked.

We also hold annual and random parent meetings in which we will ask teachers to sign up to watch children on a first come basis. There is a base pay of \$20 per hour paid in cash for this opportunity as well.

Do you have reliable transportation? ☐ YES ☐ NO \_\_\_\_\_

Is there any reason you could not be at work regularly on time? \_\_\_\_\_

Have you applied for work with Parkside Playschool before? \_\_\_\_ Yes \_\_\_\_ No If so, when? \_\_\_\_\_

Have you ever been previously employed by Parkside Playschool? \_\_\_\_ Yes \_\_\_\_ No

If yes, when? from \_\_\_\_\_ to \_\_\_\_\_

Are you willing to work overtime on the rare occasion that it may be available? \_\_\_\_ Yes \_\_\_\_ No

Are you presently employed? \_\_\_\_ Yes \_\_\_\_ No May we contact your present employer? \_\_\_\_ Yes \_\_\_\_ No

Why do you wish to change jobs? \_\_\_\_\_

Do you have any relatives working for Parkside Playschool? \_\_\_\_ Yes \_\_\_\_ No

If yes, list the name and relationship \_\_\_\_\_

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To work for an Arkansas licensed child care facility you must meet the following requirements:

- . Must be at least 18 years of age
- . Must pass a state and/or national criminal background check

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Do you have the legal right to work in the United States? \_\_\_\_ Yes \_\_\_\_ No (If hired, proof of status will be required.)

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Have you ever been convicted of a crime by a civilian or military court (other than a minor traffic violation)? \_\_\_\_ Yes \_\_\_\_ No

If so, give details: \_\_\_\_\_

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(Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

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## PURSUANT TO ARKANSAS LAW

Have you ever plead guilty or nolo contendere or been convicted of any of the following offenses by any court?

\_\_\_\_ Yes \_\_\_\_ No

(1) Capital Murder; (2) 1st or 2nd degree Murder; (3) Manslaughter; (4) 1st or 2nd degree battery; (5) Aggravated assault; (6) 1st degree terroristic threatening; (7) Kidnapping; (8) 1st degree false imprisonment; (9) Permanent detention or restraint; (10) 1st or 2nd degree rape or carnal abuse; (11) 1st or 2nd degree sexual abuse; (12) 1st or 2nd degree violation of a minor; (13) Incest; (14) 1st degree endangering the welfare of a minor; (15) Permitting child abuse; (16) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, or use of a child or consent to use a child in a sexual performance by a child; (17) Criminal attempt, criminal solicitation, or criminal conspiracy to commit any of the above named offenses; (18) Distribution to minors (of any controlled substance); (19) Manufacture, delivery, or possession with intent to manufacture or deliver any controlled substance; (20) 3rd degree carnal abuse; (21) Sexual solicitation of a child; (22) Pandering or possessing visual or print medium depicting sexually explicit conduct involving a child; (23) Negligent homicide; (24) 1st degree assault; (25) Coercion; (26) Sexual misconduct; (27) Public sexual indecency; (28) Indecent exposure; (29) 2nd degree endangering the welfare of a minor; (30) Any felony or any misdemeanor involving violence or sexual misconduct.

If so, give details: \_\_\_\_\_

Has five years passed since the date of conviction or plea of guilty or nolo contendere? \_\_\_\_ Yes \_\_\_\_ No

If hired, would you be willing to perform other jobs as needed?

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## **Education**

|                   | Name & Location | Did you graduate? | Major courses or degree earned |
|-------------------|-----------------|-------------------|--------------------------------|
| High School       |                 | Y / N             |                                |
| College           |                 | Y / N             |                                |
| Graduate School   |                 | Y / N             |                                |
| Tech/Trade School |                 | Y / N             |                                |
| Other             |                 | Y / N             |                                |

Please list any additional work experience, education, skills, information, licenses, certifications, or special study relating to position applied for or of general interest not listed above: (Ex: CPR/First Aid, lifeguard, babysitting, parenting, teaching VBS):

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## **Child Care Experience**

Please rank 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, in order of your preference to work with:  
(or skip below this paragraph if you are applying for a school age program position)

\_\_\_ Babies (0-23 mo)   \_\_\_ Waddlers (1-2 yrs)   \_\_\_ Toddlers (2-3 yrs)   \_\_\_ Juniors (3- 4 yrs)   \_\_\_ Pre-K (4-5 yrs)

Please list the total number of months or years of experience you have working with:

|                   |          |           |                               |
|-------------------|----------|-----------|-------------------------------|
| Babies            | _____ mo | _____ yrs | <input type="checkbox"/> None |
| Waddlers          | _____ mo | _____ yrs | <input type="checkbox"/> None |
| Toddlers          | _____ mo | _____ yrs | <input type="checkbox"/> None |
| Juniors/Preschool | _____ mo | _____ yrs | <input type="checkbox"/> None |

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|                     |          |           |                               |
|---------------------|----------|-----------|-------------------------------|
| School age (K-5th): | _____ mo | _____ yrs | <input type="checkbox"/> None |
|---------------------|----------|-----------|-------------------------------|

Please list specific age ranges you have worked with and the setting in which you were with those children:

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## Employment History

*Please list all work history in chronological order beginning with your **most recent** employer.*

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Final Rate of Pay: \$ \_\_\_\_\_ /hr

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Please check one: ☐ Full Time ☐ Part Time ☐ Seasonal

Duties performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**May we contact this employer?** ☐ Yes ☐ No

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Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Final Rate of Pay: \$ \_\_\_\_\_ /hr

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Please check one: ☐ Full Time ☐ Part Time ☐ Seasonal

Duties performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**May we contact this employer?** ☐ Yes ☐ No

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Dates employed: From \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ Final Rate of Pay: \$ \_\_\_\_\_ /hr

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Please check one: ☐ Full Time ☐ Part Time ☐ Seasonal

Duties performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**May we contact this employer?** ☐ Yes ☐ No

Please account for all periods of unemployment longer than three (3) months:

\_\_\_\_\_  
\_\_\_\_\_

Is any additional information necessary to enable a check of your records such as a change of name, use of an assumed name, or nickname? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

## Personal References

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Please list 3 personal references. Preferably adults who have seen you in a setting working with children.

*(Do not include previous employers or relatives.)*

| Name     | Phone Number | # Years Known |
|----------|--------------|---------------|
| 1. _____ | _____        | _____         |
| 2. _____ | _____        | _____         |
| 3. _____ | _____        | _____         |

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Do you have children? If yes, will they need care?

\_\_\_\_\_

If you have children, who watches them if they become ill?

\_\_\_\_\_

If you have car trouble (I.e. flat tire), how will you get to work?

\_\_\_\_\_

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Please describe the importance of teamwork:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your philosophy of discipline:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please briefly describe a typical day working in a child care center:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your favorite activity to do with young children:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe the caregiver/parent relationship:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If hired, please list your future career goals while employed by Parkside Playschool:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parkside Playschool is an Equal Opportunity Employer.**  
**All applicants are considered for employment without regard to race, color, sex,**  
**age, religion, national origin, disability.**

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*IMPORTANT: READ CAREFULLY*

*I hereby authorize all of my prior employers, credit bureaus, the officials of all schools which I have attended or been associated with, any person named above on this application blank, all public officials, and any other person or entity to give any information regarding my employment, personal habits, ability, criminal record, or any other relevant information they may have regarding me whether or not it is on their records. I hereby release said employers, schools, public officials and other persons and entities, from any and all liability for any damage whatsoever which might result from their revealing or furnishing this information.*

*I understand that an investigation may be made whereby information is obtained through personal interviews with neighbors, friends, and others with whom I am acquainted, as well as from credit bureaus. This may include information as to character, general reputation, personal characteristics, credit history or mode of living. I know that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of information concerning the nature and scope of this investigation.*

*I understand and accept that as part of the application and employment process, and/or during employment with Parkside Playschool, I may be asked to submit to physical examinations which may include testing for alcohol and drugs, and/or be fingerprinted, all in accordance with law. By signing this application, I hereby agree to submit to such examinations and release all persons and companies from any liability arising out of such examinations, tests and fingerprintings. I further agree that the examining person may disclose to Parkside Playschool or its representative the results of same.*

*If employed, I agree to conform to all policies, practices and procedures of Parkside Playschool and acknowledge that these may be changed, interpreted, withdrawn, or amended by Parkside Playschool at any time, at the Executive Director's sole option and without any prior notice to me. I consent and agree that Parkside Playschool shall have the right to search my personal property located on Parkside Playschool property, along with Parkside Playschool desks, closets, et cetera, for the purpose of investigating possible violations of Parkside Playschool rules/policies. This also includes access to my telephone conversations and e-mails or other types of electronic communications.*

*I further acknowledge that my employment, or any offer of employment, if such is made, may be terminated, with or without cause, and with or without prior notice, at any time, even after acceptance, at the option of Parkside Playschool or myself. I understand that no representative of Parkside Playschool has any authority to enter into any agreement with me of any nature and do hereby state that none has so been asserted to me by anyone.*

*I HEREBY STATE THAT ALL FACTS GIVEN ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND ANY MISREPRESENTATION OR OMISSION ON MY PART IS CAUSE FOR REJECTION OR TERMINATION.*

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_