



Parkside Playschool Employment Application

Yay! You are about to apply to work at an amazing little childcare facility. Good luck!

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: ___/___/___ Home phone: _____ Cell phone: _____

Email address: _____

Emergency Contact Information

Name: _____ Relationship to applicant: _____

Home phone: _____ 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

Substitute: If you are not hired full time, you could gain more experience by being placed on a substitute list that we pull from regularly. (Substitutes are paid \$10 per hour)

Parkside Babysitter Service: we call on sitters for special events, our Parent Night Out program, and Razorback home game day care (Sitters are paid \$12 per hour).

If you would like to be considered for either list, please indicate by checking the boxes below:

- Substitute Parkside Sitter

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? ____ 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: _____

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

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

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

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: _____

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

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?

Education

Highest level of education completed: *(Please circle one)*

High school: 9th 10th 11th 12th **College:** Fresh. Soph. Jr. Sr. Grad.

	Name & Location	Did you graduate?	Major courses or degree earned
High School		Y / N	
College		Y / N	
Graduate School		Y / N	
Tech/Business 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, babysitting, parenting, teaching VBS):

Have you ever received any of the following certifications? *(Please check any that apply)*

- CDA: year _____
 CCOT
 Pre-K ELLA
 INDEX
 None

Child Care Experience

Please rank 1st, 2nd, 3rd, 4th, 5th, in order of your preference to work with:

___ Babies (0-18 mos) ___ Waddllers (18 mos-2.5 yrs) ___ Toddlers (2.5 yrs- 3.5 yrs) ___ Pre-K (4-5 yrs)

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

- | | | | |
|----------------------------|-----------|-----------|-------------------------------|
| Babies (0 – 18 mos) | _____ mos | _____ yrs | <input type="checkbox"/> None |
| Waddlers (18 mos – 2.5 yr) | _____ mos | _____ yrs | <input type="checkbox"/> None |
| Toddlers (2.5 yr-3.5 yr) | _____ mos | _____ yrs | <input type="checkbox"/> None |
| Preschool (3 – 5 yrs) | _____ mos | _____ yrs | <input type="checkbox"/> None |

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

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

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

Please list 3 personal references. *(Do not include previous employers or relatives.)*

Name	Phone Number	Number of Years Known
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

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?

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.

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 ____ / ____ / ____