

A CHILD'S WORLD

Childcare Learning Centers

Pre-Application for Employment

Date _____

Name: Last _____ First _____ Middle _____ Home phone _____

Street Address _____ City _____ State _____ Zip _____

Position desired _____ Hours desired ____ Full time ____ Part time ____ Substitute

Date available to work _____

Are you at least 18 years old? ____ Yes ____ No

Have you applied with us before? ____ Yes ____ No If so, when _____

Do you have relatives that are currently working for A Child's World? ____ Yes ____ No

Education and Training

Name and address of school _____ Degree, Diploma _____

High School _____

College _____

Other _____

Please list any childcare training courses that you have completed. _____

References

DO NOT INCLUDE PREVIOUS EMPLOYERS OR RELATIVES

Name _____ Address _____ Phone # _____ Occupation _____

Ten Year Employment Record

Begin with your most current or last employer. If you have been unemployed during any time within the past ten years, list how you spent your time, e.g. student, home with your children, unemployment, etc.

Month/Year	Name, Address, Phone # of Employer	Position/Duties	Reason for Leaving
From _____ To _____			

May we contact previous employers? ____ Yes ____ No

Background Information

Have you ever been convicted of a crime, including misdemeanors, other than traffic violations? _____
If yes, explain in detail _____

Have you ever been shown by credible evidence, e.g., a court order or jury, a department investigation or other reliable evidence, to have abused, neglected, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional negligent misconduct? _____
If yes, explain in detail _____

Do you have a valid driver's license? If yes, give license no., state, and expiration date _____

Do you currently hold a valid CPR card? ___ Yes ___ No If yes, list expiration date _____

Do you currently hold a valid First Aid card? ___ Yes ___ No If yes, list expiration date _____

Please read the attached "Duties and Responsibilities". Are you in all respects able to adequately perform the duties as described? ___ Yes ___ No If no, explain _____

The state requires annual childcare training. Are you willing to participate? _____

Please state why you would like to be employed by A Child's World. _____

Under the Americans with Disabilities Act of 1991, this program is required to reasonable accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, and actual employment. but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying.

I certify that all information on this pre-application is correct. It is understood and agreed that any misrepresentation by me on this pre-application will be sufficient cause for cancellation of the pre-application and/or separation from the company if I have been employed. I also understand that no job is being offered at this time or any other promise of future employment.

Signature _____

Date _____

STAFF DUTIES AND RESPONSIBILITIES

Classroom Organization

1. Greet children and parents with a smile and a friendly hello, then encourage the children to get involved with class activities, minimizing the departure of the parent.
2. Bulletin boards should reflect a theme and also display children's artwork. Bulletin boards should be changed monthly.
3. All Learning Centers must be left in a clean, orderly condition at the conclusion of each activity. Children should be taught to assist in returning materials to the proper storage areas.
4. Storage areas must be kept neat and clean.
5. Each child must have a cubbie labeled with his/her name.
6. Each child must have a sheet and blanket on his/her mat at naptime. Mats must be assigned to an individual child. Mat covers must be removed after naptime and placed in that child's cubbie.
7. Allow one foot of space between each mat. Children must be placed in an alternating head-feet arrangement. Leave a walk space for exiting to the outside, in case of fire.
8. Teachers must eat with the children, modeling appropriate table conversation and manners.
9. Cleaning supplies must always be kept out of reach of children. Supply room doors must be kept closed and locked at all times.
10. Clean room according to daily checklist.

Education

1. Weekly lesson plans must be prepared and posted by 9:00am each Monday. A copy of the lesson plan must be available for substitute teachers.
2. A Monthly Activity Calendar must be prepared and posted at the beginning of each month to include a theme and any scheduled events such as field trips.
3. Materials should be prepared before the scheduled day.
4. Television time is limited to one hour per week. Programs should be primarily educational. The Director must approve special movies or entertainment videos.
5. Each classroom must have a Parent Awareness Board. The following should be posted: daily schedule, weekly lesson plan, special events, and allergy list.
6. Children should take home art projects at least twice a week.
7. One half of playground time must be organized group activities.

Supervision

1. Constant supervision is required at all times. Children are never to be left unattended in classroom or on the playground. The proper teacher/child ratio must always be maintained.
2. Field trips must be approved by the Director. Permission letters must be given to parents at least one week in advance.
3. Toddler Times and Infant Reports must be completed daily on each child.
4. The early morning and late afternoon teachers must plan quality activities for the combined group of children. REMEMBER, this is the only time that some parents observe our center.
5. Children should always leave the center with clean faces and hands, shoes tied, and clothes straightened.
6. All accidents must be reported to the Director. If injuries occur, an Accident Report must be completed by the teacher, signed by the director, and given to the parent the day of the injury.
7. Do not burden parents with petty incidences. Discuss serious concerns with the Director.
8. Children are not permitted in the kitchen. In addition, staff with diaper changing responsibilities shall not be simultaneously assigned to kitchen food preparation duties.

Other Job Requirements

1. Lifting up to 50 pounds.
2. Driving the center's van or traveling with a class on a field trip.
3. Being outside in summer and winter temperatures.
4. Using large and small muscle groups - walking, running, jumping, lacing, cutting with scissors, sorting.