



Application for Employment

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Length at Above Address: _____ Telephone Number: _____ Cell Phone: _____

Are you 18 years old or older? Yes: _____ No: _____ Social Security Number: _____

Employment Desired

Position Applied for: _____ Salary Desired: _____ Date Available: _____

Education				
Type	Name and Address of School	Graduate (circle one)	Degree/Diploma	Major/Subjects
High School		Yes or No		
College or University		Yes or No		
Trade or Business School		Yes or No		

Employment History (List Last to Present First)

Dates: From: _____ To: _____ Salary: _____
Month/Year Month/Year

Name: _____ Position: _____

Address: _____

Reason for leaving: _____

Dates: From: _____ To: _____ Salary: _____
Month/Year Month/Year

Name: _____ Position: _____

Address: _____

Reason for leaving: _____

Dates: From: _____ To: _____ Salary: _____
Month/Year Month/Year

Name: _____ Position: _____

Address: _____

Reason for leaving: _____

References (Give the names of three people not related to you.)

	Name	Phone Number	Business	Years Acquainted
1.				
2.				
3.				

Training Hours & Dates

First Aid	Child Abuse	Communicable Disease	CPR
Date: _____ Hours: _____	Date: _____ Hours: _____	Date: _____ Hours: _____	Date: _____ Hours: _____

In Case of An Emergency Notify: _____
(Name) (Phone)

Will you accept part-time work? Circle one: Yes No

Will you accept temporary work? Circle one: Yes No

Are you available to substitute on short notice? Circle one: Yes No

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 authorize investigation of all statements contained herein and the references 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 all parties from all liability for any damage that may result from furnishing names to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Signature: _____ Date: _____

OFFICE USE ONLY:

Comments: _____

Position: _____

Hired: Yes No

Wage: _____

Start Date: _____



INTERVIEW QUESTIONS

Name: _____ Date: _____

1. Why did you apply for this position at Creative Early Learning Center, Inc.?
2. What special skills of strength can you offer this program?
3. What gives you the most satisfaction as a Teacher?
4. What is your greatest strength in working with children?
5. What is your greatest weakness in working with children?
6. What motivates you?
7. How do you work under pressure?
8. Describe an ideal job.
9. Describe the atmosphere of a good child care center.
10. How would you rate your organizational abilities?
11. How would you rate your ability to get along with co-workers?
12. How are you with constructive criticism?
13. Describe your philosophy of education in a child care center?
14. What is your philosophy regarding behavior management or discipline?
15. List appropriate activities for Infant, Toddlers, Preschool, School Age.
16. How would you maintain control and gain the interest of the children in your group?

17. What is your favorite age group? Least favorite?
18. How would you let a parent know that their child had a hard day?
19. Are you looking for full time or part time hours? Do you have any prior commitments?
20. List all childcare/babysitting/nanny experience that you have. What ages did you have and how long?
21. What do you see yourself doing in the next 5 -10 years.
22. Flexibility is very important on a daily basis, how do you deal with last minute changes?
23. What do you like to see happening when you walk in a child care center?
24. If you have prior child care experience, what changes or improvements did you help create?
25. List three activities that you would do with each group.
 - Infants:
 - Toddlers:
 - Preschoolers:
 - School Agers:
26. If three Preschoolers were picking on a friend, how would you handle the situation?
27. If two Toddlers were fighting, what would you do to solve it?
28. Besides communication, what are the key ingredients to superior child care?
29. What groups, hobbies, etc., out of the workplace are you involved in?
30. What would you suggest to a parent during a difficult time with separating from their child?
31. How would you comfort the child? The parent?
32. What qualities do you think a child care employee should possess that would make them stand out more than other? Do you feel you possess them?

Any questions?