

APPLICATION FOR EMPLOYMENT IN A CHILDCARE FACILITY

BUILDING BLOCKS LEARNING ACADEMY

PERSONAL INFORMATION

DATE OF APPLICATION

LAST NAME

FIRST

DATE

STREET ADDRESS

CITY,STATE,ZIP

SOCIAL SECURITY NUMBER

DOB

HOME PHONE

CELL PHONE

CITIZENSHIP USA

EMAIL ADDRESS:

EMPLOYMENT DESIRED:

AVAILABLE START DATE

DESIRED PAY RANGE

ARE YOU CURRENTLY EMPLOYED?

IF SO, MAY WE INQUIRE OF YOUR CURRENT EMPLOYER?

Education

NAME & LOCATION

Major subjects

High School

College or

University

Specialized

Training

Other Training

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EMPLOYMENT (Please account for at least the last three years of history whether working or not)

<u>Dates</u>	<u>Name &</u>	<u>Salary</u>	<u>Position</u>	<u>Reason for</u>
<u>(month & year)</u>	<u>phone Number of Employer</u>			<u>Leaving</u>

From

To

From

To

From

To

From

To

Which of these jobs did you like best? _____

What did you like most about this job? _____

What organizations do you belong to? _____

What age group do you enjoy working with most/

On which of the following do you have training and or certification?

Cpr _____ first aid _____ food handler's
permit _____ HIV _____

What contributions can you bring to our program?

References

Give the names of three persons not related to you, whom you have know at least one year.

Professional references

<u>Name</u>	<u>Phone</u>	<u>Years Acquainted</u>
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Personal references

<u>Name</u>	<u>Phone</u>	<u>Years Acquainted</u>
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Please Answer the Following Questions:

1. Have you ever held a license with the Department of Children and Families or have you ever been registered to provide child care in your home?

2. While employed in a child care program have you ever been the subject of any disciplinary actions or have you ever been the party responsible for a child care facility receiving an administrative fine or other disciplinary actions?

3. Have you ever been convicted of a crime or felony? no yes

4. Do you object to being fingerprinted? -----no-----yes

I certify that all of the information submitted to me on this application is true and complete and I understand that if any false information ,omissions, or misrepresentations are discovered, my application may be rejected and if I am employed my employed may be terminated at any time, at either mine or the company's option.

In consideration of my employment ,I agree to conform to the companies rules and regulations and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, by either me or the company. I agree that the terms of my employment may be changed at any time ,with or without cause, with or without notice, at any time by the company. I also agree that no company representative except the director may , and then only in writing, signed by the director may have any authority to enter in an agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I also understand that I must comply to the rules and regulations of the licensing agencies which includes required training both now and annually.

Date _____ Signature _____

Building Blocks Learning Academy is a drug-free workplace.

I agree that as a condition of employment at Building Blocks Learning Academy, I will have to take a pre-employment drug screening at my expense.

The cost is \$49.95. I will also be subject to period drug screenings.

Date _____ Signature _____

Background Screening and fingerprinting are required to work in a childcare facility before employment starts. There is a charge of \$38.25 for fingerprinting.

Date _____ signature _____