



OFFICE ONLY

Application Date: \_\_\_\_\_ Time: \_\_\_\_\_ Director: \_\_\_\_\_  
1<sup>st</sup> Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_ Assistant Director: \_\_\_\_\_  
Final Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_ Secretary: \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Position: \_\_\_\_\_  
Ending Date: \_\_\_\_\_ Replaces: \_\_\_\_\_  
Rate of Pay: \_\_\_\_\_  
Reason For Dismissal: \_\_\_\_\_

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NAME \_\_\_\_\_ SOCIAL SEC # \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
HOME TELEPHONE NUMBER \_\_\_\_\_  
CELL TELEPHONE NUMBER \_\_\_\_\_  
IN CASE OF EMERGENCY NOTIFY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
STATE \_\_\_\_\_ WORK TELEPHONE NUMBER \_\_\_\_\_  
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Have you ever been convicted of a crime?                      Yes              No  
Do you object to being fingerprinted?                      Yes              No  
Do you have a Driver's License?                      Yes              No  
Do you have your own car?                      Yes              No  
List accidents or violations in the last 3 years:  
Are you over the age of 18?      Yes              No

If not, state your age \_\_\_\_\_  
ARE YOU LOOKING FOR FULL TIME \_\_\_\_\_ PART TIME \_\_\_\_\_  
SUMMER ONLY \_\_\_\_\_

WHAT PROMPTED YOUR APPLICATION?    ADVERTISEMENT \_\_\_\_\_  
OWN ACCORD \_\_\_\_\_ REFERRED BY \_\_\_\_\_  
EMPLOYEE REFERRAL \_\_\_\_\_

State name(s) of any relatives in our employ and your relationship to them \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_

DATE YOU CAN START WORKING \_\_\_\_\_

ARE YOU WILLING TO WORK LATE TO MEET RATIO?                      YES              NO

SALARY DESIRED PER HOUR \_\_\_\_\_

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied?

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

If yes, please explain

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

Do you have the legal right to work and remain in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

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**RECORD OF EDUCATION:**

**High School**/Name and address of school \_\_\_\_\_  
\_\_\_\_\_

Courses of Study \_\_\_\_\_

Number of years completed \_\_\_\_\_

Did you Graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

Diploma or Degree received Yes \_\_\_\_\_

**College**/Name and address of school \_\_\_\_\_  
\_\_\_\_\_

Course of Study \_\_\_\_\_

Number of years completed \_\_\_\_\_

Did you Graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

Diploma or Degree received Yes \_\_\_\_\_

ECE Credits for High School & College \_\_\_\_\_

Are you planning to further your education? Yes \_\_\_\_\_ No \_\_\_\_\_ When \_\_\_\_\_

Other Special Training Courses \_\_\_\_\_

Diploma or Certification (please specify) \_\_\_\_\_

CPR Certification Yes \_\_\_\_\_ No \_\_\_\_\_

First Aid Training Yes \_\_\_\_\_ No \_\_\_\_\_

**Prior Work History**

(List in order, last or current employer first) Account for any gaps in your employment.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Position \_\_\_\_\_

Supervisors Name \_\_\_\_\_

Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Rate of Pay \_\_\_\_\_

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

Describe in detail the work you performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Position \_\_\_\_\_

Supervisors Name \_\_\_\_\_

Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Rate of Pay \_\_\_\_\_

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

Describe in detail the work you performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name

Address

Telephone number \_\_\_\_\_

Position \_\_\_\_\_

Supervisors Name \_\_\_\_\_

Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Rate of Pay \_\_\_\_\_

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

Describe in detail the work you performed

\_\_\_\_\_

\_\_\_\_\_

**Military Service Record**

Have you ever served in the U.S. Armed Forces? Yes No

List duties in the service, including special training that is relevant to the position for which you have applied.

**Appropriate Skills**

List any appropriate skills that you believe are related to the job for which you are applying (licenses, certificates, first aid, CPR, lifesaving, computer programs, instruments, musicianship, etc. or professional associations that are pertinent to this application).

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

Are there any other experiences, skills or abilities that you feel especially qualify you for work with our company?

**Physical Record**

How would you describe your general health? \_\_\_\_\_

Have you any defects in Hearing \_\_\_\_\_ Vision \_\_\_\_\_ Speech \_\_\_\_\_

Previous serious illness (describe briefly) \_\_\_\_\_

Have you ever been seriously injured? \_\_\_\_\_ How? \_\_\_\_\_

Are there any physical or personal limitations on the type of work you can do with children at school or the amount of time you can spend at work?

**Personal References (excluding relatives)**

Name & Occupation \_\_\_\_\_

Dates Known \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name & Occupation \_\_\_\_\_

Dates Known \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Professional References** (teachers, employers, administrators)

Name & Occupation \_\_\_\_\_  
Dates Known \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Name & Occupation \_\_\_\_\_  
Dates Known \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

**Questions**

1. Use three words to describe your personality \_\_\_\_\_  
\_\_\_\_\_

2. What importance would they play at Toddlers 'N Tots?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What responsibilities do you anticipate as part of your job?  
\_\_\_\_\_

4. Name three things that make a successful childcare program \_\_\_\_\_  
\_\_\_\_\_

5. What skills, talents and abilities can you share with the center? \_\_\_\_\_  
\_\_\_\_\_

I authorize the prospective employer to inquire as to my record of any or all persons and of my former employers. In the event of my employment with the Day Care Center, I agree to comply with the rules and regulations governing my employment. I agree to file my resignation **two** weeks prior to the date effective.

It is my understanding that the first three months of my employment are probationary, and if my services have not proved satisfactory, my employment may be discontinued on a week's notice without prejudice.

Applicant's Signature \_\_\_\_\_

## **TODDLERS 'N TOTS**

Do you have plans for a Vacation? Yes No

Vacation Date: \_\_\_\_\_

Full time employees are entitled to one week of paid vacation after employment for one (1) full year of hire date.

- ◆ No vacations are permitted the week prior to Labor Day (Move up day is the Friday before Labor Day).
- ◆ Vacations are permitted Monday through Friday only.
- ◆ Vacations are approved according to seniority. If you do not pick your vacation by the due date, then the next person in line with seniority may choose their date.
- ◆ Two employees from the same department may not request the same week off.

**TODDLERS 'N TOTS HOURS ARE 7 AM – 6 PM. THE EMPLOYESS HOURS AND CLASS ASSIGNMENT MAY CHANGE ACCORDING TO RATIO DURING THE YEAR. I AGREE TO A CHANGE OF HOURS AND/OR CLASS ASSIGNMENT.**

**IN COMPLIANCE WITH DIVISION OF YOUTH AND FAMILY SERVICES REGARDING RATIO OF STAFF TO CHILDREN, I HEREBY AGREE, ON THOSE OCCASIONS WHERE WARRANTED, TO WORK BEYOND MY SCHEDULED HOURS UNTIL RATIO IS MET. COMP TIME WILL BE EXCHANGED FOR EXTRA TIME WORKED.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **PRE-EMPLOYMENT STATEMENT:**

**I understand and agree that:**

- 1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or if employed, termination from Toddlers 'N Tots employ.**

**Initial \_\_\_\_\_ Date \_\_\_\_\_**

- 2. Any offer of employment I may receive from Toddlers 'N Tots is contingent upon my successful completion of the company's total pre-employment screening process, including the company's references that it considers satisfactory, and my satisfactory completion of any post offer pre-employment medical examination that the company may require. I also agree, if employed to submit to a medical examination at any time at the company's request. I hereby consent to having results of any post offer per-employment or post-employment medical exams I may be required to take disclosed to Toddlers 'N Tots.**

**Initial \_\_\_\_\_ Date \_\_\_\_\_**

- 3. I understand that as a condition of employment, I may be required to undergo a successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to alcohol or drug screening at any time at the discretion of Toddlers 'N Tots. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to Toddlers 'N Tots.**

**Initial \_\_\_\_\_ Date \_\_\_\_\_**

- 4. In processing my application for employment, the company may verify all the information provided by me, or may procure or have prepared a consumer or an investigative consumer report for this purpose concerning my prior employment, military record, education, character, general reputation, personal characteristics, criminal record, and mode of living. I understand that upon written request to the company, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation**

**Initial \_\_\_\_\_ Date \_\_\_\_\_**

- 5. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.**

**Initial \_\_\_\_\_ Date \_\_\_\_\_**

- 6. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the company and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the company or myself.**

**Initial \_\_\_\_\_ Date \_\_\_\_\_**

7. I will not provide any form of babysitting services for parents/guardians outside of school hours. This is to ensure that Toddler 'N Tots cannot be subject to any complaints and/or allegations against a child and/or their family. Should any staff member be found to be in breach of this policy and procedure, the employee will be terminated immediately.  
Initial \_\_\_\_\_ Date \_\_\_\_\_

8. I agree that I will not at any time, in any fashion, form or matter, either directly or indirectly divulge, disclose or communicate to any person or entity any information of any kind, nature or description concerning the matters affecting or relating to the business of employer including without limiting the generally of foregoing, the names of any of its students and customers, its scheduling of fees or any other information of, about or concerning the business of employer, its manner of operation, its plans, processes, advertising, or other data of any kind, nature or description without regard to whether any or all of the foregoing matters would be deemed confidential, material or important, the parties hereto stipulating that as between them, the same are important, material and confidential and gravely affect the effective and successful conduct of the business of the employer and its goodwill, and that any breach of the terms of this paragraph is a material breach hereof.  
Initial \_\_\_\_\_ Date \_\_\_\_\_

I have read and agree to Toddlers 'N Tots Pre-employment statement.

Signature \_\_\_\_\_ Date \_\_\_\_\_