#  Employee Application

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver License\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_St.\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_

Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Emergency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you 18 years or older \_\_\_\_Y\_\_\_\_N?

Are you looking for: \_\_\_\_\_Full time? \_\_\_\_\_ Part Time?

If part time, what hours would you be available? \_\_\_M \_\_\_T \_\_\_W \_\_\_T \_\_\_F

What position are you applying for: \_\_\_Teacher \_\_\_Teacher’s Aide \_\_\_Floater \_\_\_Cook?

**Education: \_\_\_**High School/GED \_\_\_College Student \_\_\_Associates \_\_\_Bachelor\_\_\_Master

Have you had any child development class: \_\_\_Y \_\_\_N?

Are you CPR certified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First aide certified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment History:**

**Dates Worked Employer: Position: Reason for leaving:**

From: Employer:

To: Supervisor:

 Phone#:

From: Employer:

To: Supervisor:

 Phone#:

From: Employer:

To: Supervisor:

 Phone#:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activities. Is this something you would enjoy doing \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No

You will be expected to read to the children, sing songs with them, play games, set up art activities, along with doing lighthouse work, such as washing dishes, sweeping the floors, wiping over toilets and sinks and cleaning any other area the children may use. You will also need to change diapers, wipe running noses, help dress the children, and help with making meals and snacks and children eat. Is this something you would be able to do

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

Do you have your own transportation \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_ No

There is no smoking in my house or on my property is this going to be a problem

\_\_\_\_\_\_Yes \_\_\_\_\_\_No

 Previous Employment Record

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Name | Work Performed  | Reason You Left  | Rate Of Pay |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 List 3 references that are not related to you

|  |  |  |
| --- | --- | --- |
| Name | Address  | Phone # |
|  |  |  |
|  |  |  |
|  |  |  |

Do you have any back or knee injuries \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

Are you able to lift children who could weigh up to 20 pounds \_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_ No

Are you able to be outside each day for about an hour \_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_ No

Are you able to sit on the floor to play with the children \_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

 Daycare Application

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which age group are you most comfortable working with? Please check mark below.

\_\_\_\_\_\_\_\_ Infant (ages 6 weeks to one year of age)

\_\_\_\_\_\_\_\_ Toddlers (ages 1 to 2.5 years of age)

\_\_\_\_\_\_\_\_ Preschoolers (ages 2.5 to 6 years of age)

Please write down the date you could begin work \_\_\_\_\_\_\_\_\_\_\_\_\_

Would you be able to work \_\_\_\_\_\_\_ Part time \_\_\_\_\_\_\_ Full time\_\_\_\_\_\_\_ Either

Would you be able to work \_\_\_\_\_\_\_ Mornings \_\_\_\_\_\_\_ Afternoons \_\_\_\_\_\_ All day?

What hours would you prefer to work and which days would you prefer to work?

Are there certain days you can’t work or hours you can’t work?

Which days and hours?

We do require that all workers come dressed and ready to play with children. Make sure you wear clothes that are comfortable and easy to play in. Make sure you bring warm clothes in the winter time, we do go outside most days.

Do you have any special skills that I should be aware of? Please list them.

Have you had daycare or preschool experience before? Please list any children experiences.