

APPLICATION FOR EMPLOYMENT

(ALL SECTIONS MUST BE COMPLETED TO BE CONSIDERED FOR AN INTERVIEW)

|  |  |
| --- | --- |
| NAME: | DATE: |
| ADDRESS: | PHONE: |
| EMAIL: |
| DESIRED POSITION: | EXPECTED SALARY: |

**EDUCATION BACKGROUND:**

|  |  |  |
| --- | --- | --- |
| NAME OF HIGH SCHOOL: | LOCATION: | GRADUATION DATE: |
| NAME OF COLLEGE: | LOCATION | MAJOR: |
| DEGREE: |
| GRADUATION DATE: |
| CDA: | \_\_ INFANT/TODDLER\_\_ PRESCHOOL | EXPIRATION DATE: |
| OTHER TRAININGS: | EXPIRATION DATE: |
| ORIENTATION 1 & 2 | N/A |
| PEDIATRIC ABUSIVE HEAD TRAUMA | N/A |
| FIRST AID |  |
| CPR |  |

**EMPLOYMENT HISTORY:**

|  |  |  |  |
| --- | --- | --- | --- |
| EMPLOYER/ADDRESS | SUPERVISOR | RESPONSIBILITIES | DATES OF EMPLOYMENT |
|  |  |  |  |
| PHONE: |
|  |  |  |  |
| PHONE: |
|  |  |  |  |
| PHONE: |

MAY WE CONTACT YOUR CURRENT SUPERVISOR? YES NO

**REFERENCES:**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | ADDRESS | OCCUPATION | PHONE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

|  |
| --- |
| WHY DO YOU WANT TO WORK AT GROWING TOGETHER PRESCHOOL? |
| WHAT IS YOUR PHILOSPHY OF BEHAVIOR GUIDANCE? |
| WHAT ARE YOUR GOALS FOR THE NEXT FIVE YEARS? |
| WITH WHAT AGE GROUP DO YOU PREFER TO WORK? EXPLAIN. |
| WITH WHAT AGE GROUP WOULD YOU ABSOLUTELY NOT WORK? EXPLAIN. |
| DESCRIBE A CHALLENGING EXPERIENCE IN DISCIPLINING A CHILD. EXPLAIN YOUR ACTIONS AND THE OUTCOME. IF THE SITUATION COULD HAVE BEEN HANDLED DIFFERENTLY, WHAT CHANGES WOULD YOU MAKE? |
| ADDITIONAL COMMENTS: |

**AGREEMENT:**

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision. In the event of employment, I understand that false information given on my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the Growing Together Preschool, Inc.

I solemnly swear that I have do not have a record of child abuse or child sexual abuse.

|  |  |
| --- | --- |
| SIGNATURE OF APPLICANT: | DATE: |

GROWING TOGETHER PRESCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

GROWING TOGETHER PRESCHOOL, INC.

599 LIMA DRIVE

LEXINGTON, KY 40511

859 255-4056

**EMPLOYEE REFERENCE**

|  |  |
| --- | --- |
| APPLICANT: | POSITION APPLIED: |

You have been named as a reference by the above individual, who is applying for a position in our preschool. I appreciate your cooperation in the completion of the following information. I assure you that any information furnished will be held in strictest confidence. The Family Education Rights and Privacy Act of 1974 does not affect the confidentiality of your reference.

Thank you.

Cerise Bouchard,

Executive Director

How long have you known the applicant?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What position did the applicant hold?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What was your official relationship to the applicant?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you related to the applicant?\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you employ or rehire this applicant for a similar vacancy in your organization?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the applicant was a previous employee, give reason for termination of employment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State any exceptional physical or personal qualities of the applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please indicate by check mark ( ) in appropriate column, your rating of applicant in the qualities listed below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  EXCELLENT |  GOOD | SATISFACTORY |  POOR |  NO OPINION |
| Personality |  |  |  |  |  |  |
| Scholarship |  |  |  |  |  |  |
| Professional Skill |  |  |  |  |  |  |
| Voice |  |  |  |  |  |  |
| Potential |  |  |  |  |  |  |
| Personal Appearance |  |  |  |  |  |  |
| Cooperation |  |  |  |  |  |  |
| Dependability |  |  |  |  |  |  |
| Professional Attitude |  |  |  |  |  |  |

|  |
| --- |
| ADDITIONAL COMMENTS: |

|  |  |
| --- | --- |
| SIGNATURE: | DATE: |

EMPLOYMENT INFORMATION

RELEASE INFORMATION

I, , hereby affix my signature, and release from liability any person authorized to give or receive any information related to my job performance/employment history including all data and information given in my application for employment, related papers, or oral interview.

I, therefore, hereby grant authorization to the Growing Together Preschool, Inc. to, at any time prior to or during my employment:

1. Request any and all materials and information pertaining to my employment from any of my present or former employers, supervisors or co-workers.

2. Request verification of credentials from all educational institutions I have attended.

3. Request any and all materials and information pertaining to any convictions for offenses against the law including motor vehicle records if applicable to the duties of a job for which I am being considered.

4. Request from any and all references I have listed any and all information pertaining to my job performance/employment history as these are related to my ability to perform the duties of a job for which I am being considered.

I hereby further authorize:

1. My present and any former employer to release any and all information (written or verbal) pertaining to my employment with that employer to Growing Together Preschool, Inc.

2. Any and all educational institutions I have attended to release my credentials, upon request, to Growing Together Preschool, Inc.

3. Local and state police and state motor vehicle departments to research their records and to release any and all information pertaining to convictions and charges pending against me.

4. Any and all individuals listed by me as references to release any and all information pertaining to my job performance/employment history as these related to my ability to perform the duties of a job for which I am being considered.

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| APPLICANT SIGNATURE: | DATE: |

**GROWING TOGETHER PRESCHOOL, INC.**

**599 LIMA DRIVE**

**LEXINGTON, KY 40511**

**(859) 255-4056**

**FAX (859)280-2254**

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What position did the applicant hold?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
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| Scholarship |  |  |  |  |  |  |
| Professional Skill |  |  |  |  |  |  |
| Voice |  |  |  |  |  |  |
| Potential |  |  |  |  |  |  |
| Personal Appearance |  |  |  |  |  |  |
| Cooperation |  |  |  |  |  |  |
| Dependability |  |  |  |  |  |  |
| Professional Attitude |  |  |  |  |  |  |

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