

APPLICANT'S STATEMENT: I understand that the Center is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex or gender, pregnancy or pregnancy-relation conditions, religion, genetic information, disability - mental and physical including HIV and AIDS, military and citizenship or service member status or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the Center or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to the Center. I also authorize the Center to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I certify that I do not use illegal drugs. I understand that the Center reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the Center or its designee. I release the Center and its designee from any and all liability and damages that may result or arise from any drug test or the provision of information in connection with such a test.

I understand that specific laws, regulations and rules apply to the Center's operation and I agree to comply with all such applicable laws, regulations and rules. I also agree to comply with all applicable laws, regulations and rules that may apply to my own initial certification and continued certification to work for the Center.

I understand that this employment application and any other Center documents are not promises of employment.

SHOULD I BE EMPLOYED, I UNDERSTAND THAT MY EMPLOYMENT WILL BE ON AN AT-WILL BASIS. I FURTHER UNDERSTAND THAT, IF I AM EMPLOYED, I CAN TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT ADVANCE NOTICE AND THAT THE CENTER HAS A SIMILAR RIGHT. I understand that no manager, representative, or agent of the Center has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, except that the owner may do so in writing.

I certify that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the Center's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I certify that I have received a separate written notification that the Center may obtain a consumer report on me for use in connection with my application and, if I am hired, my employment with the Center. I authorize the Center to obtain this report.

This application will be considered "active" for a maximum of thirty (30) days. If you wish to be considered for employment after that time, you must reapply.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

Applicant's Signature _____ Date: _____

Each inquiry on this application must be fully answered or completed. Otherwise, you will not be considered for employment.

PERSONAL DATA (All Fields REQUIRED for Background Check)

Last Name		First Name		Middle Name	
If you ever use another name, please list it here: _____					
Present Address			How long have you lived there?		
Street and Number			Years _____	Months _____	
City, State, Zip					
Previous Address			How long have you lived there?		
Street and Number			Years _____	Months _____	
City, State, Zip					
Telephone Number(s)			E-mail		
Social Security Number			Date of Birth		

JOB PREFERENCE

Position Desired ("Any" is not an acceptable response):

Director
 Lead Teacher
 Teacher
 Assistant Director
 Substitute
 Chef
 Other: _____

If hired, can you provide proof that you are legally entitled to work in the U.S.? Yes No

Employment Desired: Full-Time Part-Time Temporary

Is your CPR & First Aid certificate current? Yes No

Is your SIDS certificate current? Yes No

What age group do you prefer? _____

When are you available for work? _____

Salary/Wage Expected: \$ _____ per: _____

Do you have any children who will attend this Center? Yes No

If yes, list age and grade of each child:

Do you have any commitments to any other employer which may affect your employment? Yes No

If yes, explain:

PREVIOUS EMPLOYMENT (Please go back at least 10 years; use additional pages if necessary)

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Include part-time and seasonal employment. If self-employed, give firm name and supply business references. DO NOT ANSWER "SEE RESUME." Fill out this form completely.

Employer 1		Dates Employed	
		From	To
Job Title	Supervisor Name & Title		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hourly Rate/Salary	
		Starting	Final
Reason for Leaving			
Work Performed			
Employer 2		Dates Employed	
		From	To
Job Title	Supervisor Name & Title		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hourly Rate/Salary	
		Starting	Final
Reason for Leaving			
Work Performed			
Employer 3		Dates Employed	
		From	To
Job Title	Supervisor Name & Title		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hourly Rate/Salary	
		Starting	Final
Reason for Leaving			
Work Performed			

EDUCATION

Education	Years Completed (Circle)	School Name & Location (City, State)	Describe Course of Study or Major
High School	9 10 11 12		
College/University	1 2 3 4		
Graduate/Professional	1 2 3 4		

OTHER INFORMATION

What is your philosophy in educating preschool children?

Please describe any other experience or skills that you have that you believe would be relevant to the job for which you are applying.

CRIMINAL BACKGROUND

Have you ever plead no contest, nolo, or guilty to a crime, or been convicted of a crime (other than minor traffic offenses)? Yes No

Have you been arrested for any matters for which you are currently out on bail or on your own recognizance pending trial? Yes No

Are any charges currently pending against you? Yes No

Has any adjudication ever been withheld? Yes No

NOTE: Answering “yes” to the preceding questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, and misdemeanor marijuana-related offenses that occurred over two years ago in answering these questions). If you answered yes to any of the preceding questions, please give dates and details (feel free to use another sheet of paper):

THE FIVE LOVE LANGUAGES QUIZ

Select the one you prefer most of your two options, the one that fits the best right now. Circle the alphabet at the beginning of the sentence. Tally A/B/C/D/E when you are done.

- | | |
|--|---|
| <p>1 A - I like to receive notes of affirmation.
E - I like to be hugged.</p> <p>2 B - I like to spend one-to-one with a person who is special to me.
D - I feel loved when someone gives practical help to me.</p> <p>3 C - I like it when people give me gifts.
B - I like leisurely visits with friends and loved ones.</p> <p>4 D - I feel loved when people do things to help me.
E - I feel loved when people touch me.</p> <p>5 E - I feel loved when someone I love or admire puts his or her arm around me.
C - I feel loved when I receive a gift from someone I love or admire</p> <p>6 B - I like to go places with friends and loved ones.
E - I like to high-five or hold hands with people who are special to me.</p> <p>7 C - Visible symbols of love (gifts) are very important to me.
E - I feel loved when people affirm me.</p> <p>8 E - I like to sit close to people whom I enjoy being around.
A - I like for people to tell me I am beautiful/handsome.</p> <p>9 B - I like to spend time with friends and loved ones.
C - I like to receive little gifts from friends and loved ones.</p> <p>10 A - Words of acceptance are important to me
D - I know someone loves me when he or she helps me.</p> <p>11 B - I like being together and doing things with friends and loved ones.
A - I like it when kind words are spoken to me.</p> <p>12 D - What someone does affects me more than what he or she says
E - Hugs make me feel connected and valued</p> <p>13 A - I feel close to someone when we are talking or doing something together.
C - I feel closer to friends and loved ones when they touch me often.</p> <p>14 B - I value praise and try to avoid criticism
E - Several small gifts mean more to me than one large gift.</p> <p>15 A - I like for people to compliment my achievements.
D - I know people love me when they do things for me that they don't enjoy doing.</p> | <p>16 E - I like to be touched as friends and loved ones walk by.
B - I like it when people listen to me and show genuine interest in what I am saying</p> <p>17 D - I feel loved when friends and loved ones help me with jobs or projects
C - I really enjoy receiving gifts from friends and loved ones.</p> <p>18 A - I like for people to compliment my appearance.
B - I feel loved when people take time to understand my feelings.</p> <p>19 E - I feel secure when a special person is touching me.
D - Acts of service make me feel loved.</p> <p>20 D - I appreciate the many things that special people do for me.
C - I like receiving gifts that special people make for me.</p> <p>21 B - I really enjoy the feeling I get when someone gives me undivided attention.
D - I really enjoy the feeling I get when someone helps me make decisions.</p> <p>22 C - I feel loved when a person celebrates my birthday with a gift.
A - I feel loved when a person celebrates my birthday with meaningful words.</p> <p>23 C - I know a person is thinking of me when he or she gives me a gift.
D - I feel loved when a person helps me with my chores.</p> <p>24 B - I appreciate it when someone listens patiently and doesn't interrupt me.
C - I appreciate it when someone remembers special days with a gift.</p> <p>25 D - I like knowing loved ones are concerned enough to help me with my daily tasks.
B - I enjoy extended trips with someone who is special to me.</p> <p>26 E - I enjoy kissing or being kissed by people with whom I am close.
C - I enjoy receiving a gift given for no special reason.</p> <p>27 A - I like to be told that I am appreciated.
B - I like for a person to look at me when we are talking.</p> <p>28 C - Gifts from a friend or loved one are always special to me.
E - I feel good when a friend or loved one touches me.</p> <p>29 D - I feel loved when a person enthusiastically does some tasks I have requested.
A - I feel loved when I am told how much I am needed.</p> <p>30 E - I need to be touched every day.
A - I need words of encouragement daily.</p> |
|--|---|

Total: A: _____ B: _____ C: _____ D: _____ E:

A: Words of Affirmation | B: Quality Time | C: Receiving Gifts | D: Acts of Service | E: Physical Touch

GETTING TO KNOW EACH

My top two love languages at work are: _____, _____

My top two values are: _____, _____

I feel supported when _____

I feel respected when _____

I feel valued when _____

I feel appreciated when _____

I communicate best when/by _____

My three greatest strengths are _____

When I am stressed or triggered, I do this _____

When I am stressed, I would like my coworker to do/say this to help me: _____

I appreciate these qualities in my supervisor/coworkers: _____

Example of language of appreciation:

1. Words of affirmation – like getting thank you notes, praise of accomplishments in private or public way.
2. Quality of time – getting one-on-one time, getting focused attention, and feeling heard, sharing experiences.
3. Acts of service – when others pitch in and help with a task.
4. Tangible gifts – actual gifts of any kind
5. Appropriate physical touch – hugs, high fives, pat on the back

Example of core values: honesty, fairness, integrity, teamwork, dependability, reliability, open mindedness, loyalty, committed, trustworthy, accountability, insightful, helpfulness, considerate, consistency, diligence, perseverance, discipline, authenticity, compassion, creativity, determination, faith, fun, friendship