

MARY MARAGRET DAY CARE & LEARNING CENTER

APPLICATION FOR EMPLOYMENT

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____
STREET CITY STATE ZIP CODE

HOME PHONE: _____ **SOCIAL SECURITY:** _____

- ❖ Are you 18 years or older? YES NO
- ❖ Are you either a US citizen or an alien authorized to work in the US? YES NO

POSITION DESIRED: _____

DATE YOU CAN START: _____ **SALARY DESIRED:** _____

- ❖ Are you employed now? YES NO
- ❖ May we contact your present employee? YES NO N/A

PRESENT EMPLOYER: _____
NAME PHONE NUMBER

- ❖ Have you ever worked in child care before? YES NO

WHERE? _____

WHEN? _____ **POSITION HELD:** _____

CHILD CARE TRAINING: _____

SPECIAL SKILLS: _____

- ❖ Have you ever been convicted of a felony? YES NO
- ❖ Have you ever been found guilty of Child Abuse or Neglect? YES NO

EDUCATION:

HIGH SCHOOL: _____
NAME YEARS ATTENDED DEGREE

COLLEGE: _____
NAME YEARS ATTENDED DEGREE

TRADE SCHOOL: _____
NAME YEARS ATTENDED DEGREE

PREVIOUS EMPLOYERS:

NAME: _____ FROM: _____ TO: _____

ADDRESS: _____ PHONE: _____

POSITION: _____ REASON FOR LEAVING: _____

NAME: _____ FROM: _____ TO: _____

ADDRESS: _____ PHONE: _____

POSITION: _____ REASON FOR LEAVING: _____

NAME: _____ FROM: _____ TO: _____

ADDRESS: _____ PHONE: _____

POSITION: _____ REASON FOR LEAVING: _____

REFERENCES:

NAME: _____ YEARS ACQUAINTED: _____

ADDRESS: _____ PHONE: _____

NAME: _____ YEARS ACQUAINTED: _____

ADDRESS: _____ PHONE: _____

NAME: _____ YEARS ACQUAINTED: _____

ADDRESS: _____ PHONE: _____

I understand that I will be required to take a physical examination and pass a Child Abuse and Neglect Screening.

SIGNATURE: _____ DATE: _____

PRE- EMPLOYMENT QUESTIONNAIRE

How would you handle the following situations?

1. Children fighting over a toy? (Age 2-1/2 to 3 years)

2. A Toddler (Age 18 to 24 months) is biting another child?

3. Name an art activity for a toddler (Age 18 to 24 months).

4. Name 3 ideas for a lesson plan for the 4 year olds.
 - 1.
 - 2.
 - 3.
5. Name 3 activities for the 3-year olds to do instead of going outside on a rainy day.
 - 1.
 - 2.
 - 3.
6. How would you handle a parent who has just entered the center and accused one of the staff of child abuse?

7. How would you handle a child who is not sleeping well and continues to wake up durring nap time crying

8. What do you do after you have had a stressful day to relax?

9. Please describe why you have chosen to work with children.

10. In detail, explain previous child care experiences:

11. List the steps you would take if a child were injured while in your care:

12. Describe the form of discipline your classroom would use:

13. Please indicate your age:
14. Are there any restrictions with hours?
15. How were you recommended to the center for possible employment?
16. In detail, please explain all educational background (course studies, ect.).

17. Use the rest of the space to show an example of what a day in your classroom would be:
(How would you plan the day?)