



Application for Employment

Date received _____

5905 SW 10th Ave. Topeka, KS 66604

beautifulsaviorkansas.com

director (785)409.3502 church (785)272.2003

BASIC INFORMATION

Name _____ Social Security # _____ - _____ - _____
First Middle Last

Permanent address _____
Street City State Zip

Cell (____) _____ Home (____) _____ Work (____) _____

Best time to reach you _____ Birth date _____

Email address _____

Position applying for _____ Date available for employment _____

I'm interested in _____ full time position _____ part time position

Do you have any restrictions regarding working hours (between 6:30am & 6pm)? _____

BACKGROUND INFORMATION

As a condition of employment, and in compliance with Act 289, a comprehensive *Background Information Disclosure* will be conducted. This applies to Kansas and any other states in which you have resided.

List previous states you have resided in since you were 18 and the dates you lived there.

State _____ Dates _____ State _____ Dates _____

State _____ Dates _____ State _____ Dates _____

Have you been convicted of a crime? _____ Yes _____ No

If yes, please explain _____

Arrest or conviction of a crime is not an automatic bar to employment. BSLELC will review the nature of the offense, the date of the offense, and its relevancy to the position being applied for.

EDUCATIONAL HISTORY

Name & Address of school	Last year completed	Graduated?		Course of study/ major/degree
		Y	N	
High School	9 10 11 12	Y	N	
College/University <small>(attach transcripts)</small>	1 2 3 4 5	Y	N	
Graduate/Professional <small>(attach transcripts)</small>	Masters/Doctorate	Y	N	
Other				
CDA				

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications.

PERSONAL REFERENCES

List 3 personal references (other than relatives) who have first-hand knowledge of your character, personality, and job related skills.

Name _____ Profession _____

Address _____ Phone number (_____) _____

_____ co-worker _____ personal friend _____ other _____

Name _____ Profession _____

Address _____ Phone number (_____) _____

_____ co-worker _____ personal friend _____ other _____

Name _____ Profession _____

Address _____ Phone number (_____) _____

_____ co-worker _____ personal friend _____ other _____

EMPLOYMENT HISTORY

Please start with your present/most recent job and list all paid jobs you've held. Add additional pages if necessary.

*Employer _____ Location _____
City _____ State _____
Supervisor _____ Phone (_____) _____
Dates employed from _____ to _____ Beginning wage _____ Ending wage _____
Job title and duties _____
Ages of children supervised (if applicable) _____ Reason for leaving _____

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Is there any reason why we should not contact any of the supervisors listed for a reference? _____ Yes _____ No
If yes, explain _____

Explain any gaps in employment _____

I certify that all information I have provided in order to apply for and secure work with BSLELC is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

Acceptance, retention, or review of this application for employment by BSLELC does not guarantee that an applicant will be offered a job. Any misrepresentation or willful omission of facts by the applicant on this application will constitute sufficient cause to disqualify the applicant or immediately terminate the applicant's employment, whenever it is discovered. I understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I also understand that if I am hired, I will be required to provide proof of

1. Degree/certifications held
2. Other qualifications required
3. Identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I certify that I have read, fully understand, and accept all terms of the above statement.

Signature of applicant

Date

Please provide any additional information that will give us a more complete estimate of your training, experience, and ability by letter or resume. Emphasize your special preparation and training and also your experience in extra curricular activities.

The following is a set of questions depicting situations that occur with fellow staff members and children. Please read and answer them very carefully. This will serve as an evaluation for you and for us concerning your abilities to work with our staff and children.

1. What makes you want to work in a child care center?

2. How would you describe high quality child care and what methods would you use to achieve it?

3. A child is at the center for the first time. It is a new experience for him and he is unhappy. What could you do to help him become more secure?

4. Free play is a time that can be fun for all or miserable for all. What can a teacher do that will help this part of the day be a good experience?

5. How would you encourage children to try new foods and/or learn to eat food they do not like?

6. What would you do about a child who likes to play alone? Would this concern you and how would you react to it in the classroom?

7. Most groups have at least one child that is difficult to work with or has trouble with the other children, etc. What are some things you would do to help such a child?

8. Meal times are to be pleasant experiences. There must be a balance between freedom and order. How can this be achieved in the classroom?

9. How does a child learn on the playground and what are the teacher's responsibilities while outside?

10. What is your philosophy concerning discipline for young children? If left to you to choose your own methods, what would they be?

11. You have planned and are guiding an activity for your small group involving cutting out a picture and pasting it on construction paper. Every child does this except "Johnny." He insists on cutting his picture into many pieces. Would this disturb you? How would you react?

12. How would you handle a conflict with a co-worker?
