



## Application for Employment

*All information on this application must be truthful and correct. Falsification or misrepresentation on the application is cause for immediate dismissal.*

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

D.O.B: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Hours of Availability: \_\_\_\_\_

Education: (List any college, CDA, or certifications)

\_\_\_\_\_

Employment History: (Please list your employment pertaining to child care first.)

Employer: \_\_\_\_\_ Salary: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  yes  no

---

Employer: \_\_\_\_\_ Salary: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  yes  no

Employment History cont.

Employer: \_\_\_\_\_ Salary: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? \_\_\_\_ yes \_\_\_\_ no

Please answer the following questions:

1. Have you ever held a child care license with the Department of Children and Families or been registered to provide child care in your home? (Circle One)

Yes No

2. While employed in a child care program, have you ever been the subject of disciplinary action, or been the party responsible for a child care facility receiving an administrative fine or other disciplinary action? (Circle One)

Yes No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever been convicted of a crime: (Circle One)

Yes No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. In your opinion, what characteristics should all childcare centers possess?

---

---

---

5. What characteristics and talents do you possess that will aid you in this position?

---

---

---

6. At Ivy Hill Academy you will be expected to provide developmentally appropriate, daily lesson plans. Please provide an example of a themed lesson plan with the morning schedule for a specific age group.

Theme: \_\_\_\_\_

Age group: \_\_\_\_\_

Schedule/Lesson Plan:

---

---

---

---

---

---

---

---

---

---

Ivy Hill Academy staff members are required to be available for all scheduled shifts, including any school holidays or breaks. The Department of Children and Families requires all staff members to complete paperwork, training, fingerprinting, background check, and a physical exam. I understand that these requirements are at the cost of the staff member, unless otherwise arranged by Ivy Hill Academy. I agree that, if employed, I will complete the Department of Children and Families requirements within the given time frame. By signing I am giving Ivy Hill Academy permission to inquire about my previous employment with provided references.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_