

Grace Christian Academy Early Childhood

Employment Application

General Information

Full Name: _____ Date: _____
Last First Middle

Address: _____
Street Address Apartment/Unit#

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position for which application is being made: (be specific) _____

I am available to work (check all applicable)

_____ Full Time _____ Part Time _____ Temporary
_____ Mornings _____ Afternoons _____ Evenings

Are you CPR certified? Yes No. If yes, we will need to see your original certificates.

Are you currently employed? Yes No. If so where? _____

Do you have any children that will require care in our facility during your work hours? Yes No

If yes, please list their birthdates: _____ - _____

Are you at least 18 years old? YES NO
D D

Are you a citizen of the United States? YES, NO YES NO
D D If no, are you authorized to work in the U.S.? D D

Have you ever worked for this company? YES NO
D D If yes, when? _____

Have you ever been convicted of a felony? YES NO
D D

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
O D Diploma: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
D D Certificate/Degree: _____

References

Please list two professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Have you worked in childcare YES NO

Have you taught children in Sunday school, Bible school, Yes__ No__?

Have you had any courses or workshops in Early Childhood Development?
If yes, list course titles and dates?

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Health

You may have to lift and carry children therefore; do you have any physical problems, previous injuries, or claims to Workmen's Compensation that may prevent you from performing this type of work? _____ Yes No

If yes, please explain briefly _____

Other Important Information

We are required by the Texas Department of Family and Protective Services to do a Criminal History Check on each applicant prior to being assigned to a classroom. We will need the following information:

Maiden name and any other names that you may have had or used: _____

Your driver's license number and state: # _____ Birthdate: ____/____/____

List any other cities you have lived in Texas? _____

Have you lived outside of Texas in the last 5 years? _____

If so, list the addresses and counties of residence? _____

_____ Who may we contact in case of emergency?

Name: _____ Phone No.: _____ Relationship: _____

Name: _____ Phone No.: _____ Relationship: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Personality Survey

Finish the statement

1. What children need the most is: _____
2. Children get into everything because _____
3. Children learn the most when _____
4. I am easy to get along with because _____
5. I think my two most important jobs as a preschool teacher will be

6. The teacher I remember the most from my childhood (describe the teacher)

Survey of Current Knowledge

1. In what circumstances is it okay to leave a child alone?
2. In handling a child what are some important safety tips to remember?
3. List some steps for maintaining sanitation during diaper changing:
 - a.
 - b.
 - c.
 - d.
4. In toddler years, what are some reasons children bite? What are some ways to stop or try to stop the biting?
5. What are some positive re-enforcement activities you can do with a child who has behavior problems?
6. How should you clean the classroom properly?
7. When a parent is unhappy with something in the classroom what might you do? What might you say?
8. If you suspect child abuse or neglect what should you do? How might a child give you signs? How might you treat the child differently?