******Kid’s Kampus Preschool**

**Bedford Christian Academy**

**& Montessori Preschool**

**Employee Onboarding Application**

State Requirements:

1. Applicants must be at least 18years of age to apply for lead caregiver positions
2. Applicants must have a valid High School Diploma or equivalent
3. Applicants must obtain 24 hours of Pre-Service Training or have 2 years of previous verifiable employment in a Licensed Child Care Center not dating back further than 6 months from date of application submittal.
4. Applicants must acquire 24 hours of training each year of employment with a Licensed Child Care facility.

Company Notices:

1. An interview time will be scheduled when you complete the employment application.
2. Be prepared at your interview with a copy of your Drivers License or Government ID, High School Diploma or Equivalent and any additional degrees or certifications that pertain to this field.
3. All employees are required to have Criminal History Background checks ran prior to employment including an FBI fingerprint. Please be aware the cost of the Fingerprint is $37.50 and is the employee’s responsibility.
4. All employees must obtain CPR & First Aid training. Please be aware the cost of the training is approximately $30-$35 and is the employee’s responsibility.
5. Trainings throughout each year of employment are required. Some of the trainings may have an outside cost which the employee will be responsible for.

Thank you for your interest in working with our company. Kid’s Kampus Preschool and Bedford Christian Academy & Montessori Preschool are happy to have you. If you have any questions regarding any of this information, please see the front office at your local center.

Please complete the application in its entirety and return to the Director at the facility to schedule an interview.

Kid’s Kampus Preschool and

Bedford Christian Academy & Montessori Preschool

Application for Employment

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Social Security # \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_\_

Last First Middle

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

City State Zip

Street

Phone #: \_\_\_\_-\_\_\_\_-\_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_\_ (optional) Are you 18 yrs old or older: \_\_\_\_\_\_\_

Drivers License # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State received: \_\_\_\_\_\_\_\_\_\_\_\_\_ Any Felonies? Yes No

·Position Desired? Full or Part ·Hours of day Preferred: AM PM ·Age group Preferred:\_\_\_\_\_\_\_\_\_\_\_\_

Date you are available to start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you employed now? Yes No

May we contact your references? Yes No (Complete Reference Letter) Salary Desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education: Please complete with your education history, include dates and Diploma Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Name & Location of School  | Years/Hours complete | Did you Graduate?  | Subject Studied  |
| High School |   |   |   |   |
| College |   |   |   |   |
| Trade/Business School  |   |   |   |   |

Employment History: Please complete your work history starting with most recent

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employment Start & End Date | Name & Address of Employer  | Salary  | Position  | Reason for Leaving  |
| From  |   |   |   |   |
| To |   |   |   |   |
| From  |   |   |   |   |
| To  |   |   |   |   |
| From  |   |   |   |   |
| To  |   |   |   |   |
| From  |   |   |   |   |
| To  |   |   |   |   |

Personal History: Please complete

Describe any other special trainings you have had which you feel is pertinent. Include continuing Education Units. Give dates, locations, and the name of the organization or agency that sponsored the training.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any professional licenses, certifications, or credentials you hold. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the duties of each position listed above that were in the area of child care services, child care personnel supervision, and program management or administration.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References: Please give the name of 3 people who are willing to attest to your character, ability and experience

 Name Address Phone # Years Acquainted

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Record: Please complete

Do you have any physical limitations such as previous or present back problems that preclude you from performing any work for which you are being considered? Yes or No

If yes, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case of Emergency who should we notify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Phone #

I certify that all information is correct, and I hereby authorize Kid’s Kampus Preschool and/or Bedford Christian Academy & Montessori Preschool to conduct Criminal History Checks as well as contact my References that I have provided. I have read and understand the Notices on the 1st page and am aware of trainings that are required at full cost to me. Please sign and date confirming that all statements are true and correct to the best of your knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Signature Date

Thank you for applying with Kid’s Kampus Preschool and Bedford Christian Academy & Montessori Preschool

Best Wishes,

Management team

Kid’s Kampus Preschool and

Bedford Christian Academy & Montessori Preschool

Applicant Questionnaire

1. Why did you apply for this position?
2. What is your philosophy of preschool education?
3. How would you handle the following situations?
4. A child hits another child
5. A child disrupts group time
6. A withdrawn child
7. What activities would you include in a curriculum for the class for which you are applying?
8. List five qualities that would best describe yourself.