

Community Learning Center Employment Application

Community Learning Center considers applicants who are qualified or working towards qualification in the child care field for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

Date of Interview _____

Position Applied for _____

Name _____ Phone number _____

Address _____

City _____ State _____ Zip _____

Email address _____

Are you currently employed? Yes No

Proof of citizenship or immigration status is required upon employment

Are you able to provide the correct documentation? Yes No

On what date are you available to start work? _____

We are open from 6:30 am to 6:00 pm Monday through Friday

Are you available for these hours? Yes No

If you answered no, please explain _____

Continuing education is a requirement of this job. Are you prepared to attend trainings on evenings and weekends if necessary? Yes No

How did you hear about CLC? _____

Education History

Name of High School _____

City and State of High School _____

Did you graduate? Yes No

Name of College _____

City and State of College _____

Did you graduate? Yes No

What degree did you earn? _____

List any additional courses of study or training that you have completed that pertain to Early Childhood Education, Child Development or Elementary Education _____

Do you have CPR training Yes No

If you answered Yes, what is the expiration date? _____

Do you have First Aid training Yes No

If you answered Yes, what is the expiration date? _____

Do you have a current State of WI Registry Certificate? Yes No

If you answered Yes, what is your Registry Level? _____

Employment History

Start with your present or last job. Include all volunteer activities and military service. Please explain any lapses in time.

| | |
|---|---|
| Employer: | Employment Dates |
| Address: | From: To: |
| Phone number: () - | |
| Job Title: | Wage or Salary |
| Reason for leaving: | Starting: Final: |

Responsibilities: _____

| | |
|---|---|
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|---|---|
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Responsibilities: _____

Please use back of this sheet for more employment experiences.

Is there any special skills or qualifications you have that would enhance your performance for the job you are applying for? Yes No

If you answered Yes, please list them _____

Personal/Character References

Name: _____ Relationship: _____

Phone Number: _____

Name: _____ Relationship: _____

Phone Number: _____

I certify that the answers and information given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in the application for employment. I understand that this application is not a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge of employment. I also understand that I am required to abide by all rules and regulations of the company.

Signature of Applicant

Date

Child Care Employment Interview Questionnaire

Please finish each of the following statements.

1. My favorite children's story is _____

2. Supervisors should _____

3. The thing I enjoy about children is _____

4. At times, the things that make me angry are _____

5. Children learn best through _____

6. My favorite children's song is _____

7. The activities I most enjoy doing with children are _____

8. My strengths when working with children are _____

9. Working as part of a team means _____

10. The perfect classroom should appear _____

11. I would deal with an angry parent by _____

12. How would you handle a child who is disturbing the classrooms routine _____

13. Children are special because _____

14. My previous employers would say I am great at _____

15. Some of my weaknesses are _____

16. The best classroom should sound _____

17. My previous employer would say I need to work on _____

18. When I think of time management I feel _____

19. Organization makes me _____

20. I think keeping a clean and safe classroom is important because _____

21. Having a flexible schedule will offer myself and my employer _____

22. If I am presented with knowledge of a suspected case of child abuse I would _____

23. I prefer this type of environment in the classroom: Structured Free Play Both

Why? _____

24. I handle daily stress by _____

25. A child care program should provide this for parents and children _____

26. Handling aggression in a child is important. These are the things I would do to help them through the situation _____

27. If one of my coworkers is not doing their job, I would _____

28. To set and enforce rules in a classroom I would _____

29. We work 10-hour days to suit the needs of our children and families. We are offered a paid 15-minute break during either nap time or down time. During these breaks, we are required to stay on site. This scheduling will work for me. Yes No

I am ok with working overtime if the need arises Yes No

30. Something I expect to get from working at CLC is _____

CLC has 3 separate buildings.

The back right building is our school agers. They are 4K-11 years old.

The back left building is the Infants and Toddlers. They are 6 weeks old through 2 ½ years old.

The front building is Preschoolers. They are 2 ½ years old through 4 years old.

When hiring new staff, we work hard to find an age group that works well for them. Many times, it is not the age group they “think” they want to work with. With that being said, we may move you around a bit to try and find the best fit for both yourself and CLC. Is this something you will be flexible with in finding the perfect fit for both of us? Yes No

If No, please explain _____
