

**Community Learning Center
1234 Lincoln Avenue
Port Washington, WI 53074**

Application for Employment

Position Applied for: _____

Name: _____

Address: _____

City, State ZIP _____

Telephone: _____

e-mail: _____

Wisconsin licensing requires employees to be at least 18 years of age. Can you provide proof that you are at least 18 years of age? Yes No

Are you currently employed? Yes No

Proof of citizenship or immigration status is required upon employment. Can you provide documentation? Yes No

On what date would you be available for work? _____

We are open from 6:30 am to 6:00 pm Monday through Friday. Are you available to work these hours? Yes No
If no please explain.

Continuing Education is a requirement of this job. Are you prepared to attend training on evenings and or weekends? Yes No

We consider applicants 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.

Education

High School Diploma _____
School _____ Completion date _____

GED or HSED _____
School _____ Completion Date _____

Assistant Child Care Teacher or equivalent _____
School _____ Completion Date _____

Child Care Teacher or equivalent _____
School _____ Completion Date _____

Infant and Toddler Courses _____
School _____ Completion Date _____

School Age Courses _____
School _____ Completion Date _____

Associate Degree _____
School _____ Completion Date _____

Bachelors Degree _____
School _____ Completion Date _____

Registry Certificate _____
Level _____ Positions qualified for _____

Please use the back to explain any special skills or qualifications you have that would enhance your performance on the job.

I certify that answers and information given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this 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. I understand also, that I am required to abide by all rules and regulations of the company.

Signature of Applicant

Date

Employment and Volunteer Experiences

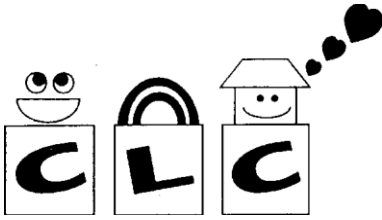
Start with your present or last job. Include all volunteer activities and military service. Explain any lapses in time for the past 10 years.

Employer	Employment Dates	Responsibilities
Address		
Telephone ()	from to	
Job Title	Wage or Salary	
Reason for leaving	Starting Final	

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Community Learning Center
1234 Lincoln Avenue
Port Washington, WI 53074
262-284-6502
clclorigramoll@gmail.com

Name

Date

Interview Questionnaire

How did you hear of this opening?

We have flexible scheduling to meet parent needs and state ratios. Is a flexible schedule a problem for you?

What hours are you available between 6:30 A.M. and 6:00 P.M.? Monday through Friday?

Why are you interested in this job?

What do you think a childcare program should provide for children and parents?

Do you have any formal training in child development?

If so, please attach

What are your greatest teaching strengths?

How would you handle aggression problems with children?

What age would you be interested in... under 1 year, 1 year olds, 2 year olds, 3 & 4 year olds, pre-kindergarten age, or the school agers?

How would you appraise your effectiveness in the classroom?

How would you deal with an angry parent?

How would you deal with another staff person who is not doing their job?

How would you deal with a suspected case of child abuse?

Do you have experience dealing with children who are emotionally, socially, or physically challenged by daily activities?

What would be your greatest concern 1.) in the classroom 2.) outside 3.) on a field trip or walk?

- 1.) _____
- 2.) _____
- 3.) _____

What sort of structure do you prefer in the classroom?

How would you set and enforce classroom rules?

How many hours a week are you comfortable working?

What experience do you have working with children?

What do you expect to get from this job?

How do you handle stress?

List curriculum models you are familiar with and if it's theory or actual experience. If none, state none.

- 1.
- 2.
- 3.

Tell me how you are able to work cooperatively with other childcare professionals and supervisors. (Use back if necessary. Examples are best)

Is there anything else you want to share with us that would pertain to your qualifications or experience working with children?

Use the back or attach another sheet if necessary.
