

Kids Time Academy



Application for Employment

(Application will be kept on file for 90 days)

Position Desired _____

Date _____

Email _____

Name First _____ Middle _____ Last _____

Address _____ **City** _____ **State** _____ **Zip** _____

Birth Date _____ **Social Security #** _____ **Home Phone/Cell phone** _____

Are you 18 years old? _____ Yes _____ No

Are you a US citizen? _____ Yes _____ No

If you are not a US citizen, do you have a Visa or Green card? _____ Yes _____ No

Visa or Green Card # _____

Type of Employment _____ Full Time _____ Part Time _____ Temporary

Education

1. High School/ G.E.D _____ Date Graduated _____

2. College/University _____

Date Graduated _____ Diploma/Cert. or Degree _____

3. Any Child Care training courses (name of school, courses, date entered/completion)

Have you had CPR training within the past 2 years? _____ Yes _____ No

If Yes, give expiration date _____

Have you had first aid training within the past 3 years? _____ Yes _____ No

If Yes, give expiration date _____

The Department of Human Resources requires annual child care training, are you willing to participate?

Work Experience

List all jobs held-beginning with last employer for the past 10 years

From/To	Name and address of employer	Position	Supervisor	Phone #	Reason for Leaving

May we contact previous employers? _____ Yes _____ No

Please check type of work you would be willing to perform:

_____ Caretaking of Infants

_____ Teaching After school

_____ Teaching Toddlers

_____ Janitor

_____ Teaching Preschool

_____ Kitchen Work

Are there any physical or personal limitations on the type of work you can do with children at the school?

Yes _____ No _____

If Yes, please explain _____

Person to be notified in case of an emergency

Name _____ Phone # _____

Address _____ Relationship _____

City/State/Zip _____

Character References

Please list three references, do not include previous employer or relatives

Name	Address	Phone #	# of years known

Do you have any criminal record (including misdemeanors, excluding traffic violations)? _____
If yes, describe in full detail _____

Have you ever been shown by credible evidence, e.g., a court order or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? _____
If yes, describe in full detail _____

Under the Americans with disabilities Act of 1991, this program is required to reasonable individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and required accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job to which you are applying.

Having read the job description for the position for which you are applying, are you in all respects, able to adequately perform the duties as described? _____ Yes _____ No
If no, please explain _____

Do you have a valid driver license? _____ Yes _____ No
Date of expiration _____ License # _____ State _____

Are you suffering from any physical disability or mental health disorder that would interfere with your ability to provide care and supervision for children at KTA? _____ Yes _____ No
If Yes, please explain _____

Are you on any prescribed medication? _____ Yes _____ No
If Yes, what kind of prescription? _____

Agreement

I certify that all information on this application is correct. I have not given any false statement concerning my qualification requirements. It is understood that any misrepresentation by me on this application will be sufficient cause for cancellation of the application and/or for separation from the company if I have been employed.

Signed _____ Date _____

I understand that the first 90 days of my employment will be a probation period. During this probation period, my employment may be discontinued at will, without prejudice or recourse. Upon satisfactory completion of the initial 90-day probation period, I understand I will enter the regular employment status. I agree to give two week advanced notice prior to terminating my employment.

Signed _____ Date _____

I agree to a random drug testing at any time during my employment with Kids Time Academy. I fully understand that failure to comply with a random drug test will result in immediate termination of employment with KTA without recourse.

Signed _____ Date _____

Interview: _____
