



LIT'L SCHOLAR CHILD CARE PRE-SCHOOL

AN EQUAL OPPORTUNITY EMPLOYER

All applicants will receive consideration for employment without illegal regard to race, color, citizenship status, national origin, gender, sexual orientation, religion, or age.

APPLICATION FOR EMPLOYMENT

Please Print

DATE _____ TELEPHONE _____

SOCIAL SECURITY NUMBER _____

NAME _____

PRESENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

ARE YOU 18 OR OLDER? _____

CAN YOU, AFTER, EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? _____

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL MISDEMEANOR OR FELONY IN ANY COURT OF LAW? YES _____ NO _____

IF YES, PLEASE GIVE DETAILS _____

(A conviction does not automatically disqualify you for employment.)

POSITION FOR WHICH YOU ARE APPLYING _____

EXPECTED SALARY _____

WHEN WOULD YOU BE AVAILABLE TO START WORK? _____

EXPLAIN WHY YOU FEEL YOU ARE A GOOD CANDIDATE _____

HAVE YOU APPLIED BEFORE AT LIT'L SCHOLAR? _____ WHEN _____

DO YOU HAVE RELATIVES EMPLOYED AT LIT'L SCHOLAR? _____

IF YES, PLEASE IDENTIFY: _____

HIGH SCHOOL _____

DID YOU GRADUATE? _____

DID YOU ATTEND COLLEGE? _____ WHERE _____

ARE YOU DEGREED? _____ MAJOR _____

LIST OTHER EDUCATION, TRAINING OR VOLUNTEER WORK _____

If hired, would you be able to perform all essentials functions and all necessary job assignments of the job for which you are applying? _____ If not, please explain: _____

**Employment History (list your most recent job first)
Account for breaks in service of 6 months or more.**

Company _____ Type of Business _____

Address _____ City/State _____ Phone _____

Job Title _____ Supervisor _____

Employed from _____ to _____

Beginning Salary _____ Ending Salary _____

Describe your basic duties: _____

What did you like about your job duties and supervisor? _____

What did you dislike about your job duties and supervisor? _____

Why did you leave? _____

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Beginning Salary _____ Ending Salary _____

Describe your basic duties: _____

What did you like about your job duties and supervisor? _____

What did you dislike about your job duties and supervisor? _____

Why did you leave? _____

References-list personal references other than relatives or past employers

Name _____ Business/Profession _____

Address _____ Phone _____

Job Title _____ How long known? _____

Name _____ Business/Profession _____

Address _____ Phone _____

Job Title _____ How long known? _____

NAME, ADDRESS AND PHONE NUMBER OF TWO PERSONS TO BE NOTIFIED IN CASE OF AN EMERGENCY

My present employer may _____ or may not _____ be contacted.

I further understand that if hired, my employment is at will. I or Lit'l Scholar may terminate my employment at any time, with or without notice, and with or without cause. Moreover, I acknowledge that nothing contained in this employment application or the employee handbook, any written memorandum, or any statements made to me by other employees of Lit'l Scholar shall create an employment contract between Lit'l Scholar and myself.

I understand if I make any false statements, misrepresentations, or omissions in this application process, I may be discharged at any time during my employment, and I agree to hold Lit'l Scholar and persons named herein harmless in that event.

SIGNATURE OF APPLICANT

DATE

INTERVIEW QUESTIONNAIRE

Name: _____ Date: _____

- 1) Why do you want to work with children?
- 2) Do you have a preferred age group?
- 3) What hours/days/location are you available to work?
- 4) What is your salary expectation for this position?
- 5) What is your level of flexibility regarding schedule, and/or location?
- 6) Do you have any problem with cleaning, changing diapers, mopping floors, cleaning toilets, etc...?
- 7) What form of discipline do you think is appropriate for young children?
- 8) Why do you think children bite?
- 9) What would you do if a child kicked you?
- 10) How many children do you feel you would be comfortable with at any one time?
- 11) Describe what you think a typical day would be like in a classroom.
- 12) What is your opinion of employees being tardy or absent frequently?

ESSENTIAL FUNCTIONS

Qualification Requirements:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

ATTENDANCE:

- Must maintain satisfactory attendance history.

EDUCATION AND/OR EXPERIENCE:

- A high school diploma or an equivalent diploma is preferred.

LANGUAGE SKILLS:

- Able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Able to communicate in writing and verbally in the English language at a level that parents and other staff are able to understand and respond.

MATHEMATICAL SKILLS:

- Able to add and subtract two digit numbers. Able to perform these operations using units of American money.

REASONING ABILITIES:

- Able to apply common sense and understanding to carry out written and verbal instructions.
- Able to deal with problems involving few concrete variables in standardized situations.
- Have a creative, positive attitude.
- Able to follow policy, procedure, and instruction.

PHYSICAL DEMANDS:

- Able to observe, see, hear, and respond to children's needs, emergencies, and conflicts that might occur in a classroom, on the playground, in bathrooms, and common areas.
- Able to lift 30 pounds from the floor to the waist 10-15 times daily if assigned to Infant/Toddler room.
- Able to reach a child 20-30 feet away within 30 seconds without danger to the staff person's health.
- Able to crouch to a child's height, maintain eye contact at the child's level, bend, lift, push, pull, and stand tall enough to reach children on the highest piece of equipment.
- Able to lift a wet mop up to 3 pounds.
- Lift supplies up to 10 pounds.
- Push a food cart twice daily.
- Push or pull a small table while bending- occasionally.
- To assist in lifting a small step ladder is available at waist level changing table.
- Lifting requirement is occasional if not working in infant/todler room.

WORK ENVIRONMENT:

- Able to handle stress, tension, and exasperation that contact with many children and parents bring every day. The noise level at work is usually moderate.
- Able to use cleaning products, vacuum, mop floors, and other general cleaning.

Signature

Date

BACKGROUND INFORMATION RELEASE

I, _____, having made application with Lit'l Scholar and desiring it to be informed as to my previous record and character, hereby authorize it to investigate my past record and to ascertain any and all information which may concern my record and character, whether same is of record or not and hereby release LIT'L SCHOLAR, and it's management, my present and past employers, the LAS VEGAS METROPOLITAN POLICE (SHERIFF), and all person whomsoever from any damage because of furnishing or obtaining said information.

Soc. Sec. No. _____

D.O.B. _____

Signature _____

Witness _____

Date _____