

KiddieCorp Job Application

Name:

Last First Middle

Present Address:

Street

City State Zip Code

Phone Number(s):

Home

Work

E-mail: _____

Permanent Address:

Street

City State Zip Code

Emergency Contact: _____ Emergency Phone Number: _____

1. Are you 18 years of age or older? Y N
2. If hired, can you submit verification of your legal right to work in the U.S.? Y N
3. Have you ever been convicted of a Misdemeanor or a Felony?* Y N
*If yes, attach explanation (this will not necessarily disqualify your application)
4. Are you able to perform the *Essential Functions* of the job for which you are applying? Y N
*Essential Functions are listed on the attachment. If no, describe the functions that cannot be performed. We comply with the ADA.
5. Do you agree to abide by the *Conduct Policies* listed on the attachment? Y N

Please list the hours you would usually be available to work with us:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Education: Current Student Masters Bachelors Associates High School/GED

Please list your major(s): _____

Additional Qualifications (please check all that apply):

- ECE Coursework - # of units: _____ Experience with special needs children
- CPR Certified: (expiration date: _____) Bilingual - please list language(s): _____
- First Aid Certified: (expiration date: _____) Fingerprints on record with: _____
- Experience with the following age groups: Infants Preschool School Age Teens
- Other related classes/seminars/certificates (please list): _____

FOR KIDDIECORP OFFICE USE ONLY

Reference Check Complete: _____ Orientation: _____ Quiz: Tax Forms:

Job History:

We want to know about your work experience, particularly in child care. This includes: babysitting, volunteer experience, internships, summer, and temporary/part-time jobs. Please list your job history starting with your most recent job first.

Dates (month & year)	Employer Information (You <u>MUST</u> list current phone #'s)	Position/Duties	Reason for leaving
From:	Employer:		
To:	Supervisor: Phone #:		
From:	Employer:		
To:	Supervisor: Phone #:		
From:	Employer:		
To:	Supervisor: Phone #:		

Child Care References:

Please list the names and phone numbers of three persons **not related to you** who have seen you work with children (these references must be supervisors, co-workers, parents whose children you have cared for, or other child care related references).

Dates (month & year)	Reference Information (You <u>MUST</u> list current phone #'s)	Indicate: supervisor, co-worker, parent, or other	Your job
From:	Name:		
To:	Phone #:		
From:	Name:		
To:	Phone #:		
From:	Name:		
To:	Phone #:		

Additional Child Care or Other Related Experience:

If you have additional child care experience not listed on this application that you feel we should know about, please attach an extra sheet.

Referred to KiddieCorp by: _____

I certify that this information is accurate and complete. Giving incomplete or false information is a serious matter and is grounds for dismissal and forfeiture of related benefits. I authorize KiddieCorp and any of its authorized representatives, to investigate any and all of the information contained in this application and to conduct additional investigations of my experience and background as it relates to my application for hire.

I give my permission to my past employers to provide my performance history to KiddieCorp.

I understand that if hired, my status will be that of an employee at will, with no contractual right, express or implied, to remain in the employer's employ. In consideration of my employment, I specifically agree that my employment may be terminated, with or without cause or notice. I understand that no representations will be made, express or implied, which are contrary to the foregoing. This statement of policy is not subject to change. I have read and understand and agree to the provisions of this application.

Signed: _____ Date: _____

Job Description, Essential Functions, and Conduct Policies

Equal Opportunity Statement

KiddieCorp is an equal opportunity employer. The information requested of you is requested in order to help us make the best possible placement of employees within the company. All portions of the attached application pertaining to you must be completed. KiddieCorp, in accordance, with state and federal law, does not discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, marital status, disability, medical condition including pregnancy, veteran status, arrest record, sexual orientation, or any other characteristic protected by law.

Job Description

You will be responsible for greeting parents, supervising children, leading arts and crafts projects, group games, circle time, active play, and making sure everyone has a good time. Your responsibilities also include following all KiddieCorp policies and procedures while working with us. Examples of some of your responsibilities are listed below:

- Smile, approach, and assist parents.
- Immediately help the supervisor organize children whenever needed.
- Initiate group activities and games with the children.
- Periodically clean up the child care room, putting away toys and supplies as needed.
- Wipe or wash children's hands before and immediately after a snack.
- Lead group games, craft projects, active play, story time, circle time, etc.
- Check infant and toddler diapers every hour and change right away.
- Immediately log: injuries, infant information, timeouts, etc. on forms provided.
- Make sure parents sign children in and out.
- Tell your supervisor if you notice any inconsistencies with the program or a team member.
- Tell your supervisor if you have ideas for improvements.

Essential Functions (Job Requirements)

You must be able to perform the following functions to be considered for employment as a KiddieCorp team member. Please read this section carefully and indicate on your application if you are able to perform the following functions.

- Must be able to lift 30 pounds.
- Must be able to actively play with children on their level (for example, if they are on the floor you must have the ability and energy to sit on the floor with them).
- Must have the ability to bend over, stand, and move quickly as necessary.
- Must speak fluent English; a second language is desirable.

Conduct Policies

KiddieCorp team members are expected to meet the following conduct policies. Any violation of these policies may result in immediate termination:

- Employees are never to use corporal punishment (spanking, grabbing, slapping, or other physical behavior) or speak harshly to a child.
- Employees are never to be under the influence of alcohol or controlled substances during their shifts.
- Employees are never to leave a child unattended for any reason.
- Employees are always to keep a firm hand on an infant on the changing table at all times.
- Employees are always to arrive on time and ready to work their scheduled shifts.
- Employees are always to wear the specified KiddieCorp uniform during their scheduled shifts.
- Employees are always to sign in and out for their shifts.
- Employees are always to notify their manager when leaving for any type of break.

Child Care Questions

Please answer the following questions and return them with your application.
Thank you!

1. If you had a group of (6) children age (3) and they were all running around the room, what activity would you start to regain program structure?
2. What does the word "interaction" mean to you?
3. How would you calm a crying baby?