



APPLICATION FOR EMPLOYMENT

(Please Print)

Position Applied For: _____ Date: _____

How did you hear about us? _____

Name _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Social Security Number: _____

Have you ever applied to or worked at CDC? _____ Where? _____ When? _____

Are you currently employed? _____ Where? _____

May we contact your employer? _____ Available to start: _____

Hours of Availability: _____

EDUCATION

| | Name of School(s) | Year(s) Attended | Graduate? |
|-------------|-------------------|------------------|-----------|
| Elementary | | | |
| | | | |
| High School | | | |
| | | | |
| College | | | |
| | | | |

Do you have any specialized training? (i.e. First Aid, CPR, etc.): _____

Have you ever been convicted, pleaded guilty or no contest to a felony or other criminal offense which has not been annulled or expunged? _____ If so, explain in detail: _____

REFERENCES

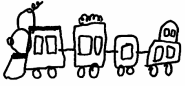
List three (3) non-family names and phone numbers for us to contact:

| Name | Phone |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

EMPLOYMENT EXPERIENCE

(Start with current or most recent job)

| Employer | Job Performed | Dates | Wages | Supervisor | Phone # |
|----------|---------------|-------|-------|------------|---------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |



List any professional or trade organizations to which you belong: _____

List any volunteer work you have done: _____

Why did you apply for this position? _____

What is your greatest asset as a teacher? _____

Describe yourself (please don't be modest)

| Strengths | Weaknesses |
|-----------|------------|
| | |
| | |
| | |

Describe your philosophy of education in working with young children: _____

What should be the most important goal in educating young children? _____

How do you like to see young children disciplined? Give an example: _____

Are you familiar with learning centers? Describe one: _____

How many child care centers have you been in? _____

Describe the atmosphere in a good child care center: _____

How will you maintain control and gain the interest of the children in your classroom? _____

Describe a good boss and good work atmosphere: _____



Please rate yourself from 1 (lowest) to 10 (highest) in the following categories:

Energy Level _____ Spirit and enthusiasm _____ Ability to do the job _____

What else should we know about you and your qualifications that have not been covered?

Four horizontal lines for writing a response.

Children’s Discovery Center values a diverse workforce and is in principle, as well as in practice, an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, gender, national origin, ancestry, citizenship status, age, marital, military, or veteran status, pregnancy, sexual orientation, gender identity or expression, or disability. (Accommodations can and will be made in accordance with the Americans with Disabilities Act.)

Receipt of this application does not imply that you will be employed.

APPLICANT’S STATEMENT: 1. I certify that all answers are true to the best of my knowledge. Any omission or erroneous information can be grounds for dismissal. 2. I authorize you to conduct a record’s check of my criminal and civil history, and an investigation of all statements contained herein, as well as those made by references which I provide, and release all parties from any liability resulting from said investigation. Part of this record’s check will involve taking my fingerprints. 3. I understand that, should I be hired, my employment is always *at will*; that is, I, or CDC, may terminate said employment at any time, with or without cause. I will give CDC a two week notice should I decide to terminate my employment. This *at will* employment relationship may not be changed by any written document or by any conduct unless such change is specifically acknowledged in writing by the Executive Director of CDC. 4. I understand that the completion of this application and interview does not create any promise or contractual obligation between the applicant and CDC. 5. I acknowledge that CDC reserves the right to amend or modify the policies in its Human Resources Manual, or any other policies, at any time without prior notice. These policies do not constitute a contractual agreement between CDC and me. 6. I understand and accept this statement, and acknowledge that I am required to abide by all rules and regulations of CDC.

APPLICANT’S SIGNATURE: _____ DATE: _____

** This institution is an equal opportunity employer. **