

Rochester Child Care Center
95 Charles Street
Rochester, NH 03867
Phone: (603) 332-9333 Fax: (603) 332-3912

APPLICATION FOR EMPLOYMENT

Rochester Child Care Center is an equal opportunity employer. This agency is dedicated to providing a work environment free of discrimination including but not limited to race, color, creed, religion, sex, national origin, marital or military status. Soliciting information is for assessing the applicant's abilities to perform the job's duties and responsibilities.

Personal Information:

Name _____ Date _____

Address _____
(# and Street) (City) (State) (Zip)

Home Phone _____ Work Phone _____

Are you 16 or older? _____ Are you 18 or older? _____ Are you 20 or older? _____

Position Applying For: _____

Age Group Preference: _____ 1-3 years _____ 3-5 years _____ 6-12 years

Expected Compensation: _____

Please list hours you cannot work between 6 a.m. and 6 p.m. _____

Emergency contact person/phone number _____

Education/Training:

Please list educational background, beginning with high school (schools attended, major courses of study, degrees earned, and graduation dates.

1. _____

2. _____

3. _____

4. _____

Please list special training or job related training received:

Employment History:

Please list previous employment, beginning with employment relating to child care first:

<u>Dates employed</u>	<u>Employer</u>	<u>Supervisor</u>	<u>Phone #</u>
1.			
2.			
3.			
4.			
5.			

General information:

1. Use three words to describe your personality.
2. What importance do they play in teaching young children?
3. What is your personal philosophy of a child care program?
4. What makes a successful child care program?
5. What are your special skills, talents, and abilities that you would bring to this agency?

Legal History:

Have you ever been convicted of a crime? _____

Have you ever been convicted of child abuse or sexual molestation of a minor? _____

I, _____, verify that the information on this application is true and complete. I understand that, if I am hired, any false or incomplete information will be grounds for immediate separation of employment.

Signature/Date

Rochester Child Care Center is an equal opportunity employer and shall employ qualified individuals on the basis of their education, experience, ability, and aptitude. The agency will comply with all federal, state, and local laws and regulations and agency requirements pertaining to employment procedures and practices.

Employees of Rochester Child Care Center are employed at will, which means that they are not hired for any definite period of time. Either the employee or the agency may terminate the employment relationship at any time, with or without cause.

In the event of my employment with Rochester Child Care Center I agree to comply with the rules and regulations governing my employment. In the event that I should terminate the employment relationship, I agree to file my resignation two weeks prior to the date it will be effective.

Applicant's signature . Date

OFFICE USE ONLY

Date of interview _____
Position interviewing for _____
Notes:

Date of classroom visit _____
Classroom visited _____
Notes:

Decision to hire: Yes No

If yes:
Date of hire _____ Position _____ Hours _____ Rate of pay _____

AUTHORIZATION

I am aware that a background study and reference check will be conducted by Rochester Child Care Center. I authorize investigation of all statements contained in this application. I also authorize Rochester Child Care Center to obtain information from any previous employers, schools, volunteer organizations, and references. I authorize my previous employers, schools that I have attended, volunteer organizations, and references to disclose to Rochester Child Care Center such information about me as Rochester Child Care Center may request.

Applicant signature

Date