

Gingerbread House & Gingerbread Kids Academy Employment Application

Applicant Name: _____

1. Fill out application in its entirety.
2. The affidavit must be notarized before submitting the application.
3. Attach a copy of Driver's License or State Issued ID for background & FBI check.
4. Attach a copy of High School Diploma or GED Certification & any additional certifications or degrees.
5. Return application to office manager.

<p><i>OFFICE USE:</i></p> <p><i>Interview Scheduled:</i></p> <hr/> <p><i>Observation Scheduled:</i></p> <hr/> <p><i>Orientation Scheduled:</i></p> <hr/> <p><i>Pre-Service Scheduled:</i></p> <hr/>

State Requirements:

- High School or GED Certification
- 18 years of age or older (or 17 years old and in an approved co-op program)
- Willing to obtain CPR & First-Aid Certification
- Clear Criminal Background & FBI checks
- Prior experience is a plus

Positions Available (circle available shifts):

- 6:30 a.m. to 9:00 a.m. - at Gingerbread House or Gingerbread Kids Academy
- 9:00 a.m. to 6:30 p.m. - at Gingerbread House or Gingerbread Kids Academy
- 11:00 a.m. to 3:00 p.m. - at Gingerbread House or Gingerbread Kids Academy
- 11:00 a.m. to 6:30 p.m. - at Gingerbread House or Gingerbread Kids Academy
- 2:30 p.m. to 6:30 p.m. - at Gingerbread House or Gingerbread Kids Academy

- 2:30 p.m. to 6:30 p.m. - at Arredondo, Frost, Hubenak, or Hutchison Elementary
On-site After-School Program



Where Children Learn and Grow



Where Children Learn and Grow

GINGERBREAD HOUSE & GINGERBREAD KIDS ACADEMY

Employment Application



APPLICANT INFORMATION												
Last Name			First			M.I.		Date				
Street Address						Apartment/Unit #						
City			State			ZIP						
Phone			E-mail Address									
Date Available			Social Security No.			Desired Salary						
Position Applied for												
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?					
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain					
EDUCATION												
High School			Address									
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College			Address									
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
Other			Address									
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
REFERENCES												
<i>Please list three professional references.</i>												
Full Name			Relationship									
Company			Phone									
Address												
Full Name			Relationship									
Company			Phone									
Address												
Full Name			Relationship									
Company			Phone									
Address												

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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Gingerbread House & Gingerbread Kids Academy
Employment Application Questionnaire

1. List all experience you have had with caring for and/or teaching children between the ages of 8 weeks and 11 years of age.

2. Would you be able to work any hours assigned to you between the hours of 6:30 a.m. and 6:30 p.m.?
Yes _____ No _____ If no, specify hours you could work: _____

3. It is very important to each child that there is stability in the teaching staff. Can you commit to a minimum of 10 consecutive months of work beginning the first day you are hired?
Yes _____ No _____ If no, give reason: _____

4. Do you have current CPR & First-Aid certification? Yes _____ No _____
Give dates of expiration for each: CPR: _____ First-Aid: _____
(It will be a requirement to obtain this certification within 2 weeks of employment.)

5. The state mandates that you receive a minimum of 24 hours of training a year. This is a requirement to maintain employment. Will you attend training when it is available?
Yes _____ No _____

6. Explain briefly why you think you could work with children:

7. If you have worked with children before, please list their ages and number of children in your care:

8. What has been your most rewarding experience when working with children?

9. What has been your most disappointing experience when working with children?

10. What have you learned while working with children that has effected your outlook on being a teacher?

11. Who was your greatest influence as a child? Why?

12. If you are working with 18 month - 3 year olds, how would you handle a biter?

13. When working with pre-schoolers, how would you handle a child who comes in crying daily?

14. Can you commit to being on the job every day, on-time, according to your work schedule, knowing that you will leave children unattended if you do not come to work?

15. While working with children, there is a lot of bending, climbing, and lifting. You must be able to lift a minimum of 35 lbs. You must be able to see, hear, and speak to the children in your care at all times. Will you be able to meet these requirements?

16. While working with children, you must be able to read and write proficiently. You must be able to create an age-appropriate curriculum, design a center-based room, and make common sense decisions daily. Will you be able to meet these requirements?

Signature: _____ Date: _____

Interviewed by: _____ Date: _____
Notes:

AFFIDAVIT FOR APPLICANTS FOR EMPLOYMENT WITH A LICENSED OPERATION OR REGISTERED CHILD-CARE HOME

AN APPLICANT FOR TEMPORARY OR PERMANENT EMPLOYMENT with a licensed child-care facility, licensed child-placing agency or registered child-care home whose employment or potential employment with the facility, agency, or home involves direct interaction with or the opportunity to interact and associate with children must execute and submit the following affidavit with the application for employment:

STATE OF _____

COUNTY OF _____

I swear or affirm under penalty of perjury that I do not now and I have not at any time, either as an adult or as a juvenile:

1. Been convicted of;
2. Pleaded guilty to (whether or not resulting in a conviction);
3. Pleaded nolo contendere or no contest to;
4. Admitted;
5. Had any judgment or order rendered against me (whether by default or otherwise);
6. Entered into any settlement of an action or claim of;
7. Had any license, certification, employment, or volunteer position suspended, revoked, terminated, or adversely affected because of;
8. Resigned under threat of termination of employment or volunteerism for;
9. Had a report of child abuse or neglect made and substantiated against me for; or
10. Have any pending criminal charges against me in this or any other jurisdiction for;

Any conduct, matter, or thing (irrespective of formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):

1. Any felony;
2. Rape or other sexual assault;
3. Physical, sexual, emotional abuse and/or neglect of a minor;
4. Incest;
5. Exploitation, including sexual, of a minor;
6. Sexual misconduct with a minor;
7. Molestation of a child;
8. Lewdness or indecent exposure;
9. Lewd and lascivious behavior;
10. Obscene or pornographic literature, photographs, or videos;
11. Assault, battery, or any violent offense involving a minor;
12. Endangerment of a child;
13. Any misdemeanor or other offense classification involving a minor or to which a minor was a witness;
14. Unfitness as a parent or custodian;
15. Removing children from a state or concealing children in violation of a court order;
16. Restrictions or limitations on contact or visitation with children or minors resulting from a court order protecting a child or minor from abuse, neglect, or exploitation; or,
17. Any type of child abduction.

Except the following (list all incidents, locations, description, and date) (if none, write NONE)

The failure or refusal of the applicant to sign or provide the affidavit constitutes good cause for refusal to hire the applicant.

Signed: _____ Date: _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____

Signature of notary officer: _____
(seal, if any, of notarial officer)

My commission expires: _____