



## Employment Application

**Anderson Child & Developmental Center, LLC:** Please complete all sections. You may attach a résumé in the email you will send along with this form, but please also provide the information requested here.

### Applicant information

Full name \_\_\_\_\_

Preferred name (optional) \_\_\_\_\_

Street address \_\_\_\_\_

City / state / ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Preferred contact method: ☐ Phone ☐ Email Best time to contact: \_\_\_\_\_

### Position and availability

Position(s) of interest: ☐ Teacher ☐ Assistant teacher ☐ Floater ☐ Cook ☐ Driver ☐ Other: \_\_\_\_\_

Employment sought: ☐ Full time ☐ Part time ☐ Substitute Available start date: \_\_\_\_\_

Days available: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri Hours available: \_\_\_\_\_

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you now or in the future need employer sponsorship to work in the United States? ☐ Yes ☐ No

Have you previously worked for this center? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

### Education and training

| School or program | Credential or area of study | Completed / date |
|-------------------|-----------------------------|------------------|
|                   |                             |                  |
|                   |                             |                  |
|                   |                             |                  |

Relevant credentials (check any): ☐ CDA ☐ Early childhood degree ☐ CPR / First Aid ☐ Other: \_\_\_\_\_

Current training or certification details and expiration dates \_\_\_\_\_

## Work history

List your two most recent positions, starting with your current or most recent job. Attach another page if needed.

### Employer 1

Employer / organization \_\_\_\_\_

Job title \_\_\_\_\_

Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employer phone or email: \_\_\_\_\_ May we contact? ☐ Yes ☐ No

Primary duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

### Employer 2

Employer / organization \_\_\_\_\_

Job title \_\_\_\_\_

Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employer phone or email: \_\_\_\_\_ May we contact? ☐ Yes ☐ No

Primary duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## Experience working with children

Age groups you have worked with: ☐ Toddlers ☐ Preschool ☐ School age ☐ Other: \_\_\_\_\_

Describe your experience supporting children's learning, safety, and individual needs:

Tell us how you would respond if a child were upset or having difficulty following directions:

### Professional references

Please provide two people who can speak to your work. Do not list family members.

| Name and relationship | Organization / role | Phone or email |
|-----------------------|---------------------|----------------|
|                       |                     |                |
|                       |                     |                |

### Additional information

What interests you about working with children at our center?

Are you willing to complete required employment screening and training for this position? ☐ Yes ☐ No

If applying to drive: Do you have a current driver's license? ☐ Yes ☐ No ☐ Not applicable

Please do not include a Social Security number, date of birth, or medical information on this application.

### Applicant statement

I certify that the information I provided is accurate and complete to the best of my knowledge. I understand that a résumé does not replace this application. I authorize the center to contact the references and employers I have identified, subject to the contact preferences noted above. If hired, I understand that my employment will depend on completing applicable hiring requirements.

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

Anderson Child & Developmental Center, LLC considers applicants without regard to race, color, religion, sex, national origin, age, disability, or other status protected by applicable law.