

EMPLOYMENT APPLICATION
Growing Green Child Development Center (GGCDC)

NAME: _____ DATE: _____

ADDRESS: _____ E-MAIL: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ CELL PHONE: _____

POSITION DESIRED: _____ FULL TIME () PART TIME ()

DATE AVAILABLE TO START: _____

Please list your prior work experience, starting with your most recent place of employment. Additional work history may be listed on a separate document. Your employment history will be verified.

EMPLOYER NAME:		GENERAL JOB RESPONSIBILITIES
ADDRESS:		
TELEPHONE NUMBER:		
POSITION HELD:	DATES OF EMPLOYMENT:	
STARTING WAGE:	ENDING/CURRENT WAGE:	
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER: Yes () No ()	NAME OF CONTACT:	

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ADDRESS:		
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EDUCATION:

	NAME OF SCHOOL	COURSE OF STUDY	DATES ATTENDED	DEGREE/ DIPLOMA
HIGH SCHOOL				
PROFESSIONAL CERTIFICATE				
UNDERGRADUATE COLLEGE/UNIVERSITY				
GRADUATE/ PROFESSIONAL DEGREE				
OTHER				

Proof of diploma/certificates, certificate from the Wisconsin Registry, undergraduate and/or graduate transcripts, and transcripts of any early childhood education classes taken must be provided for a formal interview.

Please list any early childhood classes or specialized training you have received related to the job for which you are applying.

Please answer the following questions with yes or no:

1. Are you at least 18 years of age? _____ Can you provide proof of your age if required? _____
2. Are you a U.S. citizen or have appropriate documentation to show you are eligible to work in the U.S.? _____
(Proof of citizenship or immigration status will be required upon employment)
3. Are you available to work any time as scheduled between the hours of 6:00 a.m. and 6:30 p.m.? _____
If No, please indicate the times you are available to work. _____
4. To your knowledge are you related to any child currently enrolled in this program? _____
If yes, please list child's name and your relationship: _____
5. To your knowledge are you related to anyone currently working for GG CDC? _____
If yes, please list the relatives name and your relationship: _____
6. Have you ever been convicted of or have an indicated report of any crime against a child? _____
7. Have you ever been convicted of any crime or have pending criminal actions against you? _____
If yes, please explain: _____

You will be asked to complete the Background Information Disclosure Form. Background checks will be performed online to expedite the process. If you are found to have a problem with your clearance, you will be required to wait until a physical copy of your report is obtained to determine next steps. All staff in Wisconsin are required to have a criminal background check and child abuse clearance prior to employment and then yearly after employment.

Please answer the following questions briefly in the space allotted: You may be asked to expand upon your answers in an interview format.

1. Why have you chosen to work in Early Childhood Education? _____

2. What experience do you have with early childhood curriculum? _____

3. What is your definition of customer service in an early childhood setting?

4. What interests you most about GGCDC?

5. What experience do you have, if any, driving a passenger van or “daycare” bus (no CDL required)?

6. We have a strict non-smoking policy. This includes prohibiting third-hand smoke, which is smoke residue that may reside on, for example, clothes, skin, and your breath. If you are a smoker, you will not be allowed to smoke anywhere on the premises, including the parking lot. You may also not enter the premise smelling like smoke in any manner. Third hand smoke is as harmful as second hand smoke and particularly with young children. Indoor air quality is extremely important to us. Can you meet these requirements?

7. Please list your compensation expectations

PERSONAL/PROFESSIONAL REFERENCES: Do not include family or past supervisors.

NAME	PHONE NUMBER	RELATIONSHIP TO YOU	EMAIL ADDRESS

APPLICANT'S STATEMENT:

I certify that the answers and information given herein are true, correct and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination regardless of when the information is discovered to be false or misleading.

Printed Name

Date

Signature (if sending via electronically, you will be required to sign during formal interview)

Thank you for your interest in Growing Green Child Development Center. Upon review of completed applications the director will schedule interviews with applicants who meet the initial requirements, as evidenced by the information provided herein.

Growing Green Child Development Center is an "AT-WILL" employer. The "AT-WILL" employment relationship affords the employee the right to resign for any reason. Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice. The "AT-WILL" employment relationship may not be altered by any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by an authorized executive of Growing Green Child Development Center.

GGCDC considers all applications without regard to an applicant's race, color, creed, religion, age, gender, national origin, pregnancy, veteran status and/or disability or other legally protected class.

OFFICE USE ONLY:

Interview Scheduled: Date: _____ Time: _____ Location: _____

Growing Green Child Development Center
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Kenosha, WI, 53142
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Email: info@growinggreenchild.com