



## Employment Application

Full Name:	Home Phone:	Cell Phone:
Current Address:	DOB:	
Soc. Sec. #:	Driver's Lic#:	Email:

Thank you for choosing The Giving Tree Academy in your career path. We are dedicated to hiring professionals who are energetic, motivated, and possess integrity. The Giving Tree Academy is an Equal Opportunity Employer. Applicants must show they understand and are able to meet the following requirements for employment by *initialing each item below.*

- High School Graduate or G.E.D recipient
- United States Citizen, or legally authorized to work in the United States
- Will provide Social Security Card or Birth Certificate
- Will submit to drug and alcohol testing if required
- Will provide required documentation of Immunizations for RI Child Care Workers
- Will complete DCYF Personnel Sheet
- Will complete Employment History Affidavit – Notarized (DCYF#108)
- Will complete Criminal History Affidavit – Notarized (DCYF#109)
- Will complete DCYF Clearance Request/Results (DCYF#035A)
- Physically able to safely supervise young children, lift up to 40lbs, and perform necessary job functions
- Will maintain professional appearance and conduct at all times

### GENERAL INFORMATION

Employment Desired:  Full-time only     Part time only     Full or Part time     Substitute

Position Desired(circle): Infant room    Toddler room    Preschool    No Preference

Hourly Rate Desired: \_\_\_\_\_

Hours available: Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_  
(Our hours are 6:30am – 6:00pm)

### 3 PERSONAL REFERENCES (do not list family or previous employers)

Name	Address	Phone Number	Relationship (ie. Coworker, friend)

**EDUCATIONAL EXPERIENCE**

High School attended/year graduated/highest grade completed:

\_\_\_\_\_

College attended/Degree or number years completed/Major: \_\_\_\_\_

Child Development Associate Certification: \_\_\_\_\_

List courses completed or relevant childcare training (CPR, First Aid, Child Development, etc.): \_\_\_\_\_

\_\_\_\_\_

List other skills, vocational, and technical training: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY (begin with most recent)**

Begin/End Date	Begin/End Salary	Employer/Address	Supervisor's Name & Phone:	Your title and duties	Reason for leaving

**OFFENSES – Criminal background checks will be conducted on all applicants.**

Have you ever pled guilty, no contest or been convicted of any criminal offense? \_\_\_\_\_ If yes, explain:

\_\_\_\_\_

Has a report of child maltreatment ever been made against you? \_\_\_\_\_ If yes, explain:

\_\_\_\_\_

Has a court ever denied parental, custodial, or visitation rights as a result of neglect or abuse of a child? \_\_\_\_\_ If yes, explain:

\_\_\_\_\_

While employed in a childcare program, have you ever been the subject of disciplinary action or been responsible for a child care facility receiving an administrative or disciplinary action? \_\_\_\_\_ If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. What are your career goals?

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2. Why should The Giving Tree Academy hire you?

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3. Define PROFESSIONAL CONDUCT. How does it apply to a child care program?

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4. Describe your position on guidance as it relates to 3-year-old children arguing over a toy.

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An application form sometimes makes it difficult to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I hereby certify that all information contained in this application is true and correct. I understand that any misrepresentation, falsification, or consequential omission of information may render this application void, or if employed may result in immediate termination. I further consent and agree to submit to any criminal background checks or drug tests that might be required and agree to provide any information that may be needed to facilitate such tests. I authorize the individuals and institutions named above to give information regarding my employment, character, and qualification, hereby releasing them from all liability for issuing such information.

\_\_\_\_\_  
Printed name/Signature of Applicant

\_\_\_\_\_  
Date

**Office Use Only:**

Date Submitted:		Position:	
Director Proceed:	yes no	Interview:	yes no
		Date Hired:	

- \_\_\_ Personnel Sheet
- \_\_\_ Employment History Affidavit – Notarized (DCYF#108)
- \_\_\_ Criminal History Affidavit – Notarized (DCYF#109)
- \_\_\_ DCYF Clearance Request/Results (DCYF#035A)
- \_\_\_ DCYF Clearance Request/Results (DCYF#035A)
- \_\_\_ Fingerprint Affidavit