



(Please Print)

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

How did you hear about us?: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Have you ever applied to or worked at CDC? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Where? \_\_\_\_\_

May we contact your employer? \_\_\_\_\_ Available to start: \_\_\_\_\_

Hours of Availability: \_\_\_\_\_

### EDUCATION

	Name of School(s)	Year(s) Attended	Graduate?
Elementary			
High School			
College			

Do you have any specialized training? (i.e. First Aid, CPR, etc.): \_\_\_\_\_

Have you ever been convicted, pleaded guilty or no contest to a felony or other criminal offense which has not been annulled or expunged? \_\_\_\_\_ If so, explain in detail: \_\_\_\_\_

### REFERENCES List three (3) non-family names and phone numbers for us to contact:

	Name	Phone
1.	_____	_____
2.	_____	_____
3.	_____	_____

### EMPLOYMENT EXPERIENCE (Start with current or most recent job)

Employer	Job Performed	Dates	Wages	Supervisor	Phone #



List any professional or trade organizations to which you belong: \_\_\_\_\_

List any volunteer work you have done: \_\_\_\_\_

Why did you apply for this position? \_\_\_\_\_

What is your greatest asset as a teacher? \_\_\_\_\_

Describe yourself (please don't be modest)

Strengths	Weaknesses

Describe your philosophy of education in working with young children: \_\_\_\_\_

What should be the most important goal in educating young children? \_\_\_\_\_

How do you like to see young children disciplined? Give an example: \_\_\_\_\_

Are you familiar with learning centers? Describe one: \_\_\_\_\_

How many child care centers have you been in? \_\_\_\_\_

Describe the atmosphere in a good child care center: \_\_\_\_\_

How will you maintain control and gain the interest of the children in your classroom? \_\_\_\_\_

Describe a good boss and good work atmosphere: \_\_\_\_\_



CHILDREN'S  
discovery center

# Application for Employment

Please rate yourself from 1 (lowest) to 10 (highest) in the following categories:

Energy Level \_\_\_\_\_

Spirit and enthusiasm \_\_\_\_\_

Ability to do the job \_\_\_\_\_

What else should we know about you and your qualifications that have not been covered? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Children's Discovery Center values a diverse workforce and is in principle, as well as in practice, an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, gender, national origin, ancestry, citizenship status, age, marital, military, or veteran status, pregnancy, sexual orientation, gender identity or expression, or disability. (Accommodations can and will be made in accordance with the Americans with Disabilities Act.)

*Receipt of this application does not imply that you will be employed.*

**APPLICANT'S STATEMENT:** 1. I certify that all answers are true to the best of my knowledge. Any omission or erroneous information can be grounds for dismissal. 2. I authorize you to conduct a record's check of my criminal and civil history, and an investigation of all statements contained herein, as well as those made by references which I provide, and release all parties from any liability resulting from said investigation. Part of this record's check will involve taking my fingerprints. 3. I understand that, should I be hired, my employment is always at will; that is, I, or CDC, may terminate said employment at any time, with or without cause. I will give CDC a two week notice should I decide to terminate my employment. This at will employment relationship may not be changed by any written document or by any conduct unless such change is specifically acknowledged in writing by the Executive Director of CDC. 4. I understand that the completion of this application and interview does not create any promise or contractual obligation between the applicant and CDC. 5. I acknowledge that CDC reserves the right to amend or modify the policies in its Human Resources Manual, or any other policies, at any time without prior notice. These policies do not constitute a contractual agreement between CDC and me. 6. I understand and accept this statement, and acknowledge that I am required to abide by all rules and regulations of CDC.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This institution is an equal opportunity employer.*