

Employment Application

Name _____ Home Phone _____

Street Address _____ City _____ State _____ Zip _____

Permanent Address _____ City _____ State _____ Zip _____

Social Security Number _____ Referred by _____

When we call your references, should we refer to you by any other name? _____

If yes, what name? _____

In an emergency contact:

Name Address City State Zip Telephone

CHECK ONE OR MORE CHOICES FOR EACH OF THE FOLLOWING:

POSITION(S) DESIRED AGE GROUP(S) PREFERRED HOURS PREFERRED SEASON PREFERRED

- | | | | |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Infants (Ages 6 wks-1) | <input type="checkbox"/> Full Time Days | <input type="checkbox"/> Year Round |
| <input type="checkbox"/> Teacher's Aide | <input type="checkbox"/> Toddlers (Ages 1-2) | <input type="checkbox"/> Mornings Only | <input type="checkbox"/> School Year |
| <input type="checkbox"/> Cook/Cook's Aide | <input type="checkbox"/> Preschoolers (Ages 3-5) | <input type="checkbox"/> Afternoons Only | <input type="checkbox"/> Summer Only |
| <input type="checkbox"/> Swim Teacher | <input type="checkbox"/> School-agers (Grades K-8) | | |
| <input type="checkbox"/> Substitute | | | |
| <input type="checkbox"/> Office | | | |
| <input type="checkbox"/> Bookkeeper | | | |
| <input type="checkbox"/> Asst. Director/Director | | | |

CHECK YES OR NO

- YES NO Are you a U.S. citizen or do you have a legal right to work in the U.S.?
- YES NO Do you have transportation to and from this center?
- YES NO Are you in good health, physically able to care for children and free of contagious disease?
- YES NO Are you over 18? *(State licensing requires employees to be over 18)*
- YES NO Are you over 21? *(Our insurance company requires drivers to be over 21)*
- YES NO Have you had any auto accidents or moving violations in the past 3 years?
- YES NO Do you have any relatives employed by Butterflies and Beyond, Inc.?
- YES NO Are you related to any children attending Butterflies and Beyond, Inc.?
- YES NO Have you ever been convicted of any crime of moral turpitude, felony or any violation of a criminal statute enacted for the protection of children? *(State licensing prohibits employment of any person convicted of these crimes.)*
- YES NO Do you have any mental impairments that would interfere with your ability to do this job?
(State licensing requires any employee that has been treated for a psychiatric disorder to provide a written statement from the treating psychiatrist stating that the person has recovered and is able to perform duties.)

What do you believe is the normal salary range in Lafayette for this position? \$ _____ to \$ _____

What salary do you desire and/or need? \$ _____ What date can you start? _____

I hear by authorize investigation of all statements contained in this employment application. I understand that falsification and/or misrepresentation of any information in this form or omission of facts could result in termination if hired.

Date _____ Signature _____

EDUCATION

	Name of School	City	State	*Dates Attended (Month/Year - Month/Year)
Grade School				___/___ - ___/___
High School				___/___ - ___/___
College				___/___ - ___/___
College (different campus or time)				___/___ - ___/___
Graduate School				___/___ - ___/___
Trade or Other				___/___ - ___/___

* The age discrimination employment act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

Did you graduate from high school? Yes or NO GED? Yes or NO When? _____
Circle one Circle one Month & Year

Did you graduate from college? Yes or NO When? _____ Major _____
Circle one Month & Year As written on diploma

Are you currently enrolled in college or other school? Yes or NO
Circle one

If yes, name of school _____ Major _____

What are your plans for future education? _____

VOLUNTEER SERVICE

* Name of organization (civic organizations, scouts, schools, etc.)	Number of years of service

* If desired, you may omit those which indicate your race, religion, national origin, ancestry, sex or age.

HOBBIES

What musical instruments do you play? _____

What sports do you play? _____

What languages do you speak? _____

* Miscellaneous hobbies: _____

Do you have lifeguard or WSI swimming certificates? _____

MISCELLANEOUS QUESTIONS

1. What age groups have you worked with? How long? Where? *Do not include parenting or babysitting.*

Age group? _____ How long? _____ Where? _____

Age group? _____ How long? _____ Where? _____

Age group? _____ How long? _____ Where? _____

2. What would you say are the broad responsibilities of the position for which you are applying?

3. What personal qualities do you think someone should possess for this position? _____

4. What is your long-term career goal? _____

5. How will this job help you reach your long-term career goal? _____

6. What classroom activities have you conducted? (i.e. art, music, science, etc.) _____

7. What qualifications do you have to perform this job? _____

8. What have you learned from past jobs you've held? _____

9. Describe a common accident that would occur in a classroom and tell what you would do to prevent it.

10. What disciplinary techniques work best for you? _____

11. Why are you interested in working at this center? _____

Please circle 5 personality traits you feel best describe you.

Self starter/initiative	Hard working	Thorough	Articulate
Dedicated	Straightforward	Spontaneous	Good planner
Flexible	Optimistic	Visionary	Decisive
Ambitious	Patient	Responsive	Inquisitive
Responsible	Persuasive	Attentive to detail	Laid back
Competitive	Common sense	Trouble shooter	Honesty/Integrity
Neat & Orderly	Quiet/Reserved	Independent	Friendly/Outgoing
Efficient	Innovative	Methodical	Caring

Survey: Read each statement below and indicate with a "X" where you stand on the continuum.

- One-year-old toddlers who don't want to listen to a story should be allowed to do any alternate activity as long as it does not disturb others.
X ----- X
strongly agree strongly disagree
- It is important for preschoolers to learn to color within the lines.
X ----- X
strongly agree strongly disagree
- When a class constantly misbehaves, it's because there are lots of problem children in the class.
X ----- X
strongly agree strongly disagree
- Worksheets and dittos are age appropriate tools for teaching preschoolers.
X ----- X
strongly agree strongly disagree
- Physical punishment is one of many good discipline techniques for a preschool classroom.
X ----- X
strongly agree strongly disagree
- When a group of children need to settle down, it is more effective for the teacher to use a hand signal than to raise their voice.
X ----- X
strongly agree strongly disagree
- When a co-worker makes you angry, it's best to tell another co-worker who knows both of you.
X ----- X
strongly agree strongly disagree
- It is more important to enjoy a job than it is to receive a super high salary
X ----- X
strongly agree strongly disagree
- It is more important to plan the day ahead of time than to rely on being spontaneous.
X ----- X
strongly agree strongly disagree
- If the whole class becomes fidgety during storytelling, it is better to switch to another activity than to finish the story.
X ----- X
strongly agree strongly disagree