



Employment Application

JBJ Use only Date of Hire ___/___/___
 Position _____ Classroom _____
 Job description signed yes _____
 Will need care for children: age's _____, _____, _____

Name _____ Date ___/___/___
(First) (Middle initial) (Last) MM DD YY
 Phone # (_____) _____ Cell phone # (_____) _____
 Address _____
Street Apt #

City State Zip
 Email Address: _____
 SSN # _____ - _____ - _____ Date of Birth ___/___/___
MM DD YYYY
 Position applying for: _____
 Age groups with whom you have worked: _____
 State(s) you have lived in the past 5 year: _____

Professional Qualifications:(Copies of credentials, transcripts and certificates required upon hire)
 High School Graduate () yes () no () GED () currently enrolled
 Highest degree earned: _____ Major _____ Year _____
 College classes in early childhood/child development _____

Child Care Facility Training:
 30 hr Child Care Part 1 Training Date Started ___/___/___ OR Date Completed ___/___/___
 Child Care Facility Rules & Regulations (FACR); Health, Safety and Nutrition (HSAN); Identifying and Reporting Child Abuse and Neglect (CAAN); Child Growth and Development (CGAD); Behavioral Observation and Screening (BOAS)
 15 hr Child Care Part 2 Training Date Started ___/___/___ OR Date Completed ___/___/___
 Early Literacy for Children Age Birth through Three (ELC) OR Emergent Literacy for VPK Instructors (VPK); Basic Guidance and Discipline (BGD); Understanding Preschool Appropriate Practices (UPAP)
 Other _____
 FCCPC Certificate: Issued _____ Renewed _____

JBJ requires prospective employees to perform a **'work view'**. A work view is a chance to work in the classroom and show what you know and can do under the supervision of a veteran teacher. Please ask questions if you do not understand the process. The work view process has been explained and I am willing do a work view if asked.
_____ Please initial.

Have you driven a 15-passenger van? _____ Have you been driving at least 5 years? _____
 Have you received a citation (ticket) for a moving violation in the last 3 years? _____
 Please explain _____



Please list employment history beginning with the most recent.

1. Employer _____
Address _____ Phone # (____) ____ - _____
Supervisor _____ Dates of Employment from ___/___/___ to ___/___/___
Salary _____ Description of responsibilities:
Reason for leaving: _____

2. Employer _____
Address _____ Phone # (____) ____ - _____
Supervisor _____ Dates of Employment from ___/___/___ to ___/___/___
Salary _____ Description of responsibilities:
Reason for leaving: _____

3. Employer _____
Address _____ Phone # (____) ____ - _____
Supervisor _____ Dates of Employment from ___/___/___ to ___/___/___
Salary _____ Description of responsibilities:
Reason for leaving: _____

Have you ever been arrested under your current name or any other name? _____
Have you ever been accused of child abuse or any offense against a child? _____

CHILD ABUSE ACTIONS WILL BE GROUNDS FOR IMMEDIATE DISMISSAL

Please read and sign on the bottom

- All employees are on a probationary period for 90 days. During this time you will have opportunities to work with co-teachers and to learn from mentor teachers. You will have opportunities to ask questions and learn the routines of Jelly Bean Junction. You will be required to show increasing independence and initiative regarding the position in which you are working. You will be evaluated on your job performance including, but not limited to: attendance, dependability, punctuality, initiative, safety, child development knowledge, personal appearance and ability to work with co-workers and management and to interface with parents. If the evaluation is not satisfactory and within the standards set forth by Jelly Bean Junction, you will be dismissed. All applicants are drug tested.
- If offered a position at JBJ, you will need to produce the documents that are stated in the Employee Handbook.
- I understand that I am required to enroll in the basic 40 hr of child care classes within 90 days of employment and complete all classes within 6 months. I also understand that I am required to attend in-service and continuing education classes once completed with 40 hrs.
- I authorize the investigation of my work history and the giving and receiving of any information requested by or from JBJ and release from liability any person giving such information.
- I understand that falsification of data may prevent my being hired, and if hired may lead to immediate dismissal.
- I understand that if I am employed, such employment is for an indefinite amount of time, and JBJ can change wages, benefits and conditions at any time. I also understand that I may voluntarily leave with a 2 week written notice or be terminated at any time. I understand that this is an application for employment and that no employment contract is being offered.
- I am able to lift at least 60 lbs and have no physical or mental conditions that will limit or hinder my ability to perform the job for which I am applying.
- All issues concerning wages, salary, or compensation are confidential between management and the employee. They are not for discussion and action to the contrary will lead to immediate dismissal.

Signature _____ Date ___/___/___



Willing and Able Questionnaire

	Willing		Able	
	YES	NO	YES	NO
1. To write lesson plans for the classroom?	YES	NO	YES	NO
2. To come in with a smile each morning?	YES	NO	YES	NO
3. To change diapers?	YES	NO	YES	NO
4. To take constructive criticism from other staff?	YES	NO	YES	NO
5. To follow policies and procedure?	YES	NO	YES	NO
6. To go above and beyond your job duties?	YES	NO	YES	NO
7. To give constructive criticism to other staff?	YES	NO	YES	NO
8. Help a child who doesn't fit the "mold" of perfection?	YES	NO	YES	NO
9. Willing to think outside of the box?	YES	NO	YES	NO
10. Make a difference in the lives of children?	YES	NO	YES	NO
11. Do 25 hours of in-service training each year that is useful to you?	YES	NO	YES	NO
12. To work in an environment that is different each day?	YES	NO	YES	NO