



Application for Employment Spring Creek School Early Childhood Center

Today's Date _____

1900 Remington Fort Collins, Colorado 80525 (970) 224-4240 Fax (970) 224-2969

Last Name

First Name

Middle Name

Social Security #

Position Desired:

- Pre kindergarten
- Preschool
- Toddler One
- Toddler Two
- Before and/or after care
- Special _____

Location Desired:

- Spring Creek School, Ft. Collins
- Children's Workshop- Ft. Collins
- Children's Workshop- Loveland
- Children's Workshop- Greeley
- Any location

Day Time Telephone #

Evening Telephone #

Current Street Address

City

State

Zip Code

Date of Birth

Permanent Street Address For W2 mailing

City

State

Zip Code

Days and Time Available Date Available to start _____

Salary Desired \$ _____ per hour

Day	Available Start	Ending Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Have you been convicted of a crime? ___ yes ___ no

If yes, please explain:

You will be required to have your fingerprints taken within 5 days of hire.

To the best of your knowledge are you fully immunized? Yes _____ No _____
Signature

If no, would you be willing to work with children who may or may not be fully immunized?

Yes _____ No _____
Signature Date Signature Date

To the best of my knowledge, I can work with children, lift 40lbs, and am in emotion health to work with children in my charge. I will get verification of my physical health within 5 days of hire.

Yes _____ No _____
Signature Date Signature Date

"Any applicant/employee who knowingly or willfully makes a false statement of any material fact of statement in the application process is guilty of perjury in the second degree as defined in Section 18-8-503, CSR and upon conviction thereof, shall be punished accordingly."

All statements and answers on the application and there after are true. _____
Signature Date

If hired, this person would be my emergency contact person. I understand that the information has to be where the person will be during the hours I would be working.

Emergency Contact Person: _____ Relationship to you _____

Contact's Day Address _____ Day Phone Number _____

Education and Experience:

Are you Infant and Child CPR certified? ____yes ____no If yes, when does your card expire? _____

Are you First Aid certified? ____yes ____no If yes, when does your card expire? _____

Degrees and Classes

Name of School	Dates Attended	Degree Received	Major Subject

Child Care Experience (State fully your child care experience to include work in licensed child care centers, public or private schools, recreation programs of similar setting or as a register family child care provider. Student teaching or supervised practicum experience may be included.

Name of Organization or Center	Involvement	Position	Age of Children Supervised

Other training (List any pertinent continuing education courses, training or certification you have received:

Name of Other Training	Date of Training	Comment/Description

References (List three people who we may contact)

Name of Reference	Profession	Daytime Telephone	Evening Telephone

Activities or Talents: (List any activities you would feel comfortable leading)

Activity	Comment

General Experience:

Name of Employer	Start Date	End Date	Position	Reason for Leaving

In order to be eligible for employment at Spring Creek School or the Children’s Workshop you must understand the following expectations:

1. Have a genuine heart for children and a respect for families.
2. Have a high energy level and be dependable.
3. Know that light housekeeping duties are a part of the job and have a willingness to do light custodial duties required in a child care setting in order to prevent the spread of germs and maintain a general orderly environment.
4. Be willing to participate in 15 clock hours of training per year.
5. Complete your file within 10 days of employment, staff with incomplete files will be compensated at a minimum wage rate until file is completed.
6. Be counted on to bring fresh energy to the Center throughout the day.
7. Treat fellow staff, parents and children with dignity and respect.
8. Conduct all communication with parents and staff in a professional polite manner.
9. Conversations about staff, children and events at the center are confidential and are not open for gossip or discussion.
10. Interact with the children: you will not be hired to baby-sit.
11. Be a flexible team player. You may be asked to help in another classroom and you should show enthusiasm in all circumstances.
12. Most importantly, remember to smile and be pleasant at all times: always greet the children and the parents.

I have read and understand the above expectations of an employee of Spring Creek School or the Children’s Workshop.

Signed _____ Date _____

Please take a moment and let us know why you would like to work at one of our facilities.

Office Use Only...

Date of Hire _____

Salary Per Hour \$ _____

Position Hired For _____