



## EMPLOYMENT APPLICATION

Name: \_\_\_\_\_ Nick Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### EDUCATION

Name of high school with city/ state: \_\_\_\_\_

\_\_\_ GED                      \_\_\_ High School Diploma

(You must be able to supply one or the other for employment.)

Name of college with city/state: \_\_\_\_\_

\_\_\_ College Degree    \_\_\_ Some College    \_\_\_ No College

Circle the last year of college completed:    1       2       3       4

Major: \_\_\_\_\_

First Aid Certified? YES NO              Expiration Date: \_\_\_\_\_

Other Training, Titles, or Certifications you hold: \_\_\_\_\_

Have you worked in a licensed child care/  
preschool facility in the past?                      YES       NO

Are you currently employed?                      YES       NO

May we contact your current employer?                      YES       NO

When are you available to begin work if hired? \_\_\_\_\_



HERITAGE LEARNING CENTER

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### EXPERIENCE WITH CHILDREN

What experience do you possess in working with children?

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### CURRENT/ FORMER EMPLOYERS

Please list your last four employers, starting with the most recent.

DATES	NAME of BUSINESS, CITY, STATE	SALARY	SUPERVISOR	REASON FOR LEAVING

### REFERENCES

Please list at least three, non-family persons that we may contact about you. At least two must be business references.

NAME	KNOWN HOW LONG	RELATIONSHIP	TELEPHONE

In case of emergency, please contact: \_\_\_\_\_



**SPECIFIC EMPLOYMENT PREFERENCES**

- 1. **Position Seeking:**            **Lead Teacher**    or    **Assistant Teacher**  
   **Full-time**            or    **Part-time**  
   **Year-round**        or    **Summer Only**
  
- 2. **Check the program/s for which you are applying:**  
      \_\_\_ **Toddlers (18 months-2-year-olds)**            \_\_\_ **Pre-K (4-year-olds)**  
      \_\_\_ **Preschool (3-years-olds)**                        \_\_\_ **School-age (Kinder-5th Grade)**
  
- 3. **What do you see yourself doing five years from now?**

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**Date Available?** \_\_\_\_\_

**Previous Salary?** \_\_\_\_\_

**Salary Expectations?** \_\_\_\_\_

**Referred By?** \_\_\_\_\_

**Heritage is open from 6:30am-6:30pm. Do you have any schedule conflicts that would prohibit you from working during these hours?\_\_\_\_\_**  
**Explain:** \_\_\_\_\_

**GENERAL INFORMATION**

- 1. **All staff must submit evidence that they are free of Tuberculosis before employment. TB tests can be obtained through your regular physician or any healthcare clinic including the CVS Minute Clinic.**
  
- 2. **In compliance with the Texas Department of Human Services, no person shall be hired or retained as a staff member, paid or volunteer, who has:**
  - a. **Been convicted of, or admitted to , or been the subject of substantial evidence of an act of child battering, child abuse, or child molestation;**
  - b. **Used alcohol or drugs such that its effects are apparent during working hours that children are in care; or**
  - c. **Been convicted of or admitted to any felony or any offense involving moral turpitude.**
  
- 3. **I understand that once hired, I am not guaranteed a specific classroom or assignment and that observations will be conducted of me to determine the best place for me in the school. It is up to the director and the scheduler to place teachers where needed.**

**I authorize an investigation of all statements contained in this application. I authorize both persons listed as well as former employers/employees of past businesses in which I've worked to give a reference for me. I understand that misrepresentation or omission of facts or information requested on this application is cause for dismissal.**

**Signature:\_\_\_\_\_ Date:\_\_\_\_\_**



## GETTING TO KNOW YOU

**Describe a teacher who has made a positive impact in your life. What qualities did that person have?**

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**In the past, how have you handled a difficult child?**

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**What role does “play” have in a program for young children?**

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**Pretend you are a Pre-K teacher and you are about to teach a week-long unit on outer space. What activities might you include in your week-long unit? Include what your circle time would look like also.**

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**Describe a “good day” in a child care center.**

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**Lead teachers and Assistant Teachers spend several hours a day together. Describe what you would bring to the team once you become the Assistant Teacher.**

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**Teaching preschool is a HARD JOB. Many people have the notion that preschool teachers sit around and sing, read to, and play with children all day. Well, yes they do in addition to doing hundreds of other things to ensure the safety, love, and education of each child in the class.**

**Brainstorm below what makes a preschool teacher’s job a difficult one...one that many people just cannot do. Please take the perspective of a two-year-old teacher.**

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**We may or may not be hiring, but we keep completed applications and pull from them when openings do come available. Thank you for your time in filling out our application. We look forward to meeting you!**