



APPLICATION FOR EMPLOYMENT

We are pleased that you have expressed an interest in our Kids Incorporated Program and have decided to apply for a position.

You will need to:

- Complete an application form.
- Attach resume.

If an offer of employment has been made, you will be required to submit the following:

- Supply evidence of current immunity to the following: measles, rubella, polio, diphtheria, mumps, pertussis and tetanus.
- Provide a copy of High School diploma or GED.
- Supply a valid fingerprint clearance card or complete a fingerprint clearance card application.
- Obtain a TB test within 12 hours of hire date.
- A current CPR and First Aid Card & Food Handler certification.
- Read, complete and sign our employee handbook form acknowledging receipt that a copy of Kids Incorporated Employee Handbook has been provided.

Thank you,

Jeanie Smith

Founder

EQUAL EMPLOYMENT OPPORTUNITY

Kids Incorporated is dedicated to equal employment opportunity and does not discriminate on the basis of race, religion, color, national origin, ancestry, sex, age or any other condition protected under the State or Federal law. Equal employment opportunity will be extended to all persons in all aspects of the employment process unless doing so may cause a safety concern or a safety concern of others in the working environment that can not be eliminated with or without a reasonable accommodation or create an undue hardship.

PERSONAL INFORMATION

Date: _____

Name: _____

(Last)

(First)

(Middle)

Address: _____

(Street)

(City)

(State)

(Zip)

Phone: _____

(Cell)

(Home)

Are you legally eligible for employment in the United States?

Yes _____ No _____

Under state regulations, certain positions require you to be a certain age in order to perform certain roles.

Are you at least 18?

Yes _____ No _____

Are you at least 25?

Yes _____ No _____

Position desired: _____ Salary/Wage desired: _____

Type of employment desired: Full time _____ Part time _____

If part time, number of hours desired _____

When would you be available to start work? _____

Will you work overtime if required?

Yes _____ No _____

Are you currently employed?

Yes _____ No _____

If yes can your employer be contacted for a recommendation?

Yes _____ No _____

If no, can we contact you previous employer for a recommendation?

Yes _____ No _____

May we contact you at work?

Yes _____ No _____

If yes, give telephone number _____

Have you been convicted of a crime in the past ten years, excluding misdemeanor and summary offenses, which has not been annulled or sealed by a court?

Yes _____ No _____

If yes, describe in full _____

Have you ever been charged with child or sexual abuse?

Yes _____ No _____

If yes, please explain _____

A qualified child care worker in the State of Arizona must have fingerprints on file with the State. Will you fulfill this requirement?

Yes _____ No _____

A qualified child care worker in the State of Arizona must have a TB Test on file with the State. Will you fulfill this requirement?

Yes _____ No _____

Do you have current certification in first aid?

Yes _____ No _____

Do you have current certification in C.P.R.?

Yes _____ No _____

EMERGENCY CONTACT

Provide name, address and telephone number of person, physician or health facility to be notified in case of an emergency.

Name: _____

Address: _____

Phone: _____

EDUCATION AND TRAINING

Name/Location	Course of Study	Degree or Diploma
College: _____		
High School: _____		
Trade School: _____		
Classes: _____		
Other: _____		

Do you have education or training in computers, music, foreign language, dance or gymnastics?

Yes _____ No _____

If yes, please explain:

EMPLOYMENT HISTORY

List your last three (3) employers, assignments or volunteer activities, starting with the most recent. Explain any gaps in employment.

Employer: _____

Address: _____

Phone: _____

Supervisor's name & title: _____

Dates employed, from: _____ to: _____ Starting pay: _____ final: _____

Reason for leaving: _____

May we contact for reference?

Yes _____ No _____ Later: _____

Employer: _____

Address: _____

Phone: _____

Supervisor's name & title: _____

Dates employed, from: _____ to: _____ Starting pay: _____ final: _____

Reason for leaving: _____

May we contact for reference?

Yes _____ No _____ Later: _____

Employer: _____

Address: _____

Phone: _____

Supervisor's name & title: _____

Dates employed, from: _____ to: _____ Starting pay: _____ final: _____

Reason for leaving: _____

May we contact for reference?

Yes _____ No _____ Later: _____

REFERENCES

List three professional & three personal references (not related to you):

Professional References

Name: _____

Address: _____

Phone: _____

Type of Business: _____

Years acquainted: _____

Name: _____

Address: _____

Phone: _____

Type of Business: _____

Years acquainted: _____

Name: _____

Address: _____

Phone: _____

Type of Business: _____

Years acquainted: _____

Personal References

Name: _____

Address: _____

Phone: _____

Relationship: _____

Years acquainted: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____

Years acquainted: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____

Years acquainted: _____

QUESTIONNAIRE

Why would you like to have this position?

What do you feel qualifies you most for this position?

What qualities would you bring to Kids Incorporated in addition to your experience and educational background?

If we contacted your most recent supervisor, how would he/she describe you?

What is the difference between directing a child's play and facilitating a child's play?

How would you convey to a parent that their child has had a difficult day?

How would you handle a room full of restless children at naptime?
