



**Kiwanis Day Care Center**  
 71 Washington Ave., Huntington WV 25701  
 (304) 525-8701

### Employment Application

**Office Use Only**  
**Date Received:** \_\_\_\_\_ **Attempted Contact:** \_\_\_\_\_  
**Interview Date:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_ **Declined Date:** \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_

Dear Kiwanis Day Care Center Applicant:

Thank you for choosing Kiwanis Day Care Center in your career path. We are dedicated to hiring top professionals who are energetic, motivated, and possess integrity. Kiwanis Day Care is an **Equal Opportunity Employer**. Applicants must show they understand and are able to meet the following Requirements for Employment which are regular policy here at Kiwanis Day Care Center by initialing each item below.

#### Requirements for Employment (Please initial if applicable to you)

<input type="checkbox"/> Is a High School Graduate or has G.E.D.	<input type="checkbox"/> Is physically able to get up and down from floor activities.
<input type="checkbox"/> Applicant must provide a copy of their driver's license or identification card and SS Card or birth certificate.	<input type="checkbox"/> Is able to sit on the floor and in the children's chairs often
<input type="checkbox"/> Applicant is able to write and speak fluent English.	<input type="checkbox"/> Kiwanis Day Care Center reserves the right to request drug and alcohol testing from any employee at any time.
<input type="checkbox"/> Applicant is at least 18 years or older	<input type="checkbox"/> Employees found under the influence of drugs or alcohol or with controlled substance within Kiwanis Day Care Center will be immediately dismissed.
<input type="checkbox"/> Has United States Citizenship, or is legally authorized to work in the United States.	<input type="checkbox"/> Respect Kiwanis Day Care Center as a drug free, smoke-free environments.
<input type="checkbox"/> Will maintain a Professional appearance and conduct	

**CRIMINAL OFFENCES-Criminal background checks will be conducted on all applicants.**

**If answering yes, please explain**

Yes  No  I have pled guilty, no contest or been convicted of a criminal offense.

Explain: \_\_\_\_\_

Yes  No  I have been the subject of an indictment, arrest or an official criminal complaint.

Explain: \_\_\_\_\_



**AUTHORIZATION FOR BACKGROUND CHECK**

Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process. I, \_\_\_\_\_, hereby authorize Kiwanis Day Care Center to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Kiwanis Day Care Center may utilize an outside firm or firms to assist in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such case, no investigation will be done, and my application for employment will not be processed further.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name Printed

**General Information**

1. What hours and days are you available? Be Specific \_\_\_\_\_  
\_\_\_\_\_
2. Are you seeking temporary or permanent work? \_\_\_\_\_
3. On what date would you be able to begin work at Kiwanis Day Care Center? \_\_\_\_\_
4. Have you ever worked for Kiwanis Day Care Center before? \_\_\_\_\_
5. How did you hear about our center? \_\_\_\_\_

**Educational Experience (Must provide copy of all certification upon hire)**

- |   |           |                     |      |
|---|-----------|---------------------|------|
| * High School attended  | Graduated | Yes or No           |      |
| _____   |           |                     |      |
| * Degree(s) earned or expected  | Major     | Name of Institution | Year |
| _____   |           |                     |      |
| * College Course Work Completed (College Credits):                                  |           |                     |      |
| _____   |           |                     |      |
| _____   |           |                     |      |
| * List courses or relevant training (CPR, First Aid, Early Childhood classes, etc.) |           |                     |      |
| _____   |           |                     |      |
| _____   |           |                     |      |



**PROFESSIONAL REFERENCES**

You must list at least 3 professional references, these references can include previous supervisor, director, boss, etc. (do not list friends, family or co-workers). All references must be available for us to contact them within 24 hours of your application date.

<u>Name of Reference</u>	<u>Job Title</u>	<u>Employer</u>	<u>Phone Number</u>	<u>Professional Relationship</u>

**Professional Work Experience (begin with most recent)**

<u>Begin/End Date</u>	<u>Employer/Address</u>	<u>Supervisor's Name &amp; Telephone</u>	<u>Your title and duties</u>	<u>Reason for Leaving</u>

**Please answer the following questions: ( Please feel free to attach additional pages if necessary)**

- 1. What prior experience do you have working with children in a structured setting?**

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- 2. Why are you interested in working at Kiwanis Day Care Center?**

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**3. Describe how you would guide two children who are having a disagreement.**

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**4. Describe the major responsibilities of working in an early childhood classroom.**

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**5. What was your attendance record like at your previous jobs?**

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I hereby affirm that I have responded to all inquiries on this form fully and frankly, and all the information contained in my application is true and correct. I understand that any misrepresentation or falsification on any of the Kiwanis Day Care Center Application forms or documents may result in immediate dismissal from employment. I further consent and agree to submit to any job related medical exams or drug tests that might be required and agree to provide any information that may be needed to facilitate such tests.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date