**FROG HOLLOW KID CAMPUS APPLICATION FOR EMPLOYMENT**

**(PRE-EMPLOYMENT QUESTIONAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)**

Name (Last Name First) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(State, City, Zip Code)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What kind of work are you applying for?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What special qualifications do you have (leadership and early childhood education)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you 16 years or older? Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_

Are you either a U.S. citizen or an alien authorized to work in the United States? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **SPECIAL PURPOSE QUESTIONS**  Have you ever been convicted of a felony or misdemeanor? Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_  Have you been convicted of child abuse? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_  I understand and agree that if hired I am required to have a recent physical examination, be certified in CPR, certified in First Aid, and that I must by law report any possible cases of child abuse  Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **MILITARY SERVICE RECORD**  Branch of Service\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discharge Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank\_\_\_\_\_\_\_\_\_\_\_\_\_  Present membership in National Guard or Reserves\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date obligation ends\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SCHOOL | No. of Years Attended | NAME OF SCHOOL | CITY | COURSE | DID YOU GRADUATE? |
| ELEMEN |  |  |  |  |  |
| HIGH |  |  |  |  |  |
| COLLEGE |  |  |  |  |  |
| OTHER |  |  |  |  |  |

\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

**WORK EXPERIENCE (Most recent first)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Company, Phone #, and Contact Person | DATE  FROM | TO | LIST YOUR DUTIES | START  SALARY | FINAL SALARY | REASON FOR LEAVING |
| Co.  Phn.  Contact |  |  |  |  |  |  |
| Co.  Phn.  Contact |  |  |  |  |  |  |
| Co.  Phn.  Contact |  |  |  |  |  |  |

**BUSINESS REFERENCES**

|  |  |  |
| --- | --- | --- |
| NAME | ADDRESS & PHONE # | OCCUPATION |
|  |  |  |
|  |  |  |
|  |  |  |

What hours are you available for work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Frog Hollow is open Monday - Friday. Circle the days you are available for work. M T W Th F

Are you available for part time work? \_\_\_\_\_\_\_\_\_

Frog Hollow has at least one monthly meeting, one to two hours long. These are usually held the first Thursday of the month starting at 6:00 p.m.; employees are required to attend. Do you have any objections? \_\_\_\_\_\_\_

DO YOU HAVE A FIRST AID & CPR CERTIFICATE? \_\_\_\_\_\_\_\_ Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You will be required by DHS to obtain a First Aid & CPR certificate.

**PRE-SCHOOL STAFF REGULATIONS**

The Department of Human Services requires that all staff members have a physical examination and TB skin test every two years. If you have not had one within the last six months, you will be required to get a physical and TB skin test at your own expense before beginning work. You will fill out a Child Abuse form and Criminal Record form to be sent to Des Moines for an official record check. You will be required to fulfill any additional requirements set forth either by Frog Hollow or the Department of Human Services.

At Frog Hollow it is often necessary to lift and carry children up to 40 pounds as well as doing a lot of bending over. This is necessary to provide the care and attention that children require and deserve.

Frog Hollow maintains a positive attitude at all times. Children are our first priority and thus staff must meet or exceed Frog Hollow’s expectations including a constant positive attitude. Good relationships with parents, creativity, enthusiasm, and patience are also imperative to maintain the best possible service to Frog Hollow’s children and parents.

A more detailed list of job descriptions will be given at the time of employment. Frog Hollow requires all employees to review and accept the job descriptions prior to beginning work.

I have read and understood the qualifications and expectations for working at Frog Hollow Kid Campus. My signature indicates that if hired I agree to all expectations and failure to meet these expectations may result in termination. Frog Hollow reserves the right to investigate any references as well as qualifications. Falsification of any part of this application is reason enough for termination. Any job relationship with Frog Hollow is an “at will” relationship in which Frog Hollow reserves the right to end any relationship at any time, with or without cause, and with or without notice. I understand that no other employee has any authority to enter into any agreement for employment for any specified period of time, or make any argument contrary to the foregoing.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**  **Signature**

**Equal Opportunity Employment**

To give equal employment and advancement opportunities to all people, we make employment decisions at Frog Hollow based on each person’s performance, qualifications, and abilities. Frog Hollow does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodations would result in an undue hardship to Frog Hollow.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Director. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment