

## STAFF APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
(street) (town) (state)

Telephone: \_\_\_\_\_  
(home) (cell)

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

Position Applying for: \_\_\_\_\_

Are you First Aid Certified?  No  Yes Expiration Date: \_\_\_\_\_

Are you CPR Certified?  No  Yes Expiration Date: \_\_\_\_\_

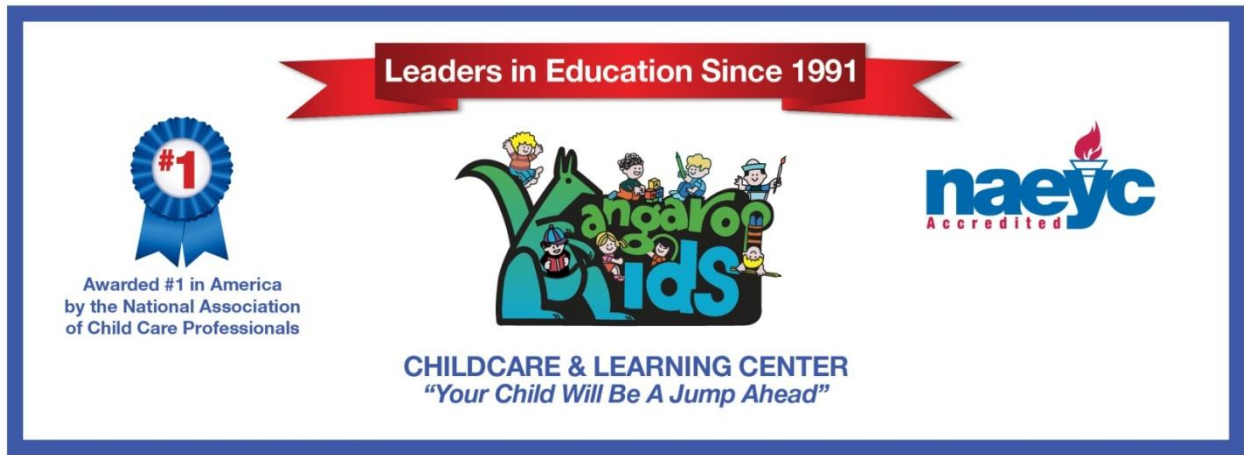
Emergency Contact Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

### EDUCATION

	School Name	City/State	Number of Years Attended	Course	Number of Credits/ Degree Earned
High School					
College					
Other					
Other					

### EXPERIENCE

Employer Name and Address	Date		List your duties:
	From:	To:	



**REFERENCES**

Name	Address	Phone	Occupation

Have you ever been convicted of any sex-related or sexual abuse offense?     Yes     No

Have you ever been convicted of a criminal or disorderly person offense?     Yes     No

**SIGNATURE:** \_\_\_\_\_

**For Center use only:**

Verbal Reference Verification (if necessary)

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

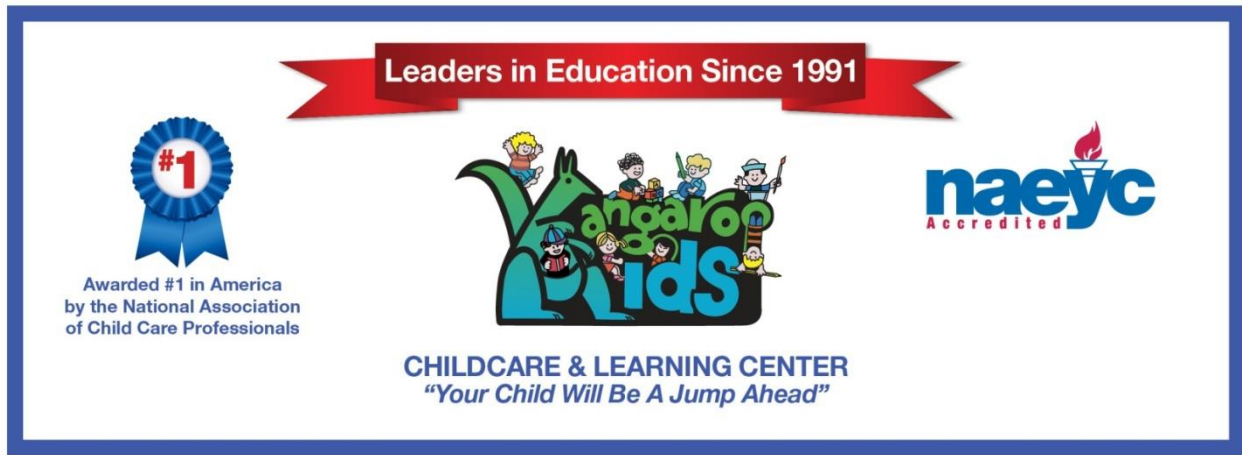
2. Name: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Date of Hire: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Termination: \_\_\_\_\_

Reason(s) for Termination: \_\_\_\_\_



## WRITTEN INTERVIEW

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please answer these questions to the best of your ability and return to our office staff.**

1. What age group would you prefer to work with and why?
2. What responsibilities have you had in the past that you feel might apply here?
3. Which of the duties you performed did you enjoyed most? Least?
4. When listening to a story, do you think children should be encouraged to talk and ask questions or should they sit quietly and listen?
5. Approximately how long do you think a child should be able to sit still?
6. Describe your philosophy of discipline and give an example of how you would discipline two children arguing over a toy.
7. What type of people do you like to work with? What kind of personalities do you prefer not to work with?
8. How do you handle gossip?

9. When working with children there are many DCF/DHS regulations and cleaning requirements. Do you have any problem with helping in these areas?

10. Are you able to lift children? Can you sit down on the floor with them?

11. How do you think your past employers would describe you?

12. What do you think is your greatest strength as a teacher?

13. What area of your teaching skills would you most like to improve?

14. What do you think is the most important aspect of customer service / parent communications?

15. What are your future goals?

16. What do you think you have to offer that other candidates do not?

17. Work availability --

- a. When would you be available to start? \_\_\_\_\_
- b. Are you looking for part time or full time? \_\_\_\_\_
- c. What hours are you available? (The center's hours are 7:00 AM to 6:30 PM) \_\_\_\_\_
- d. Are you looking for summer, school year, or year round work? \_\_\_\_\_

18. **Curriculum and Administrative Experience** -- Check the areas in which you have had experience:

- |  |   |
|--|---|
| <input type="checkbox"/> Lesson Planning     | <input type="checkbox"/> Everyday Math or Math in Focus |
| <input type="checkbox"/> Assessment          | <input type="checkbox"/> Parent Partnerships            |
| <input type="checkbox"/> Microsoft Word      | <input type="checkbox"/> Microsoft Excel                |
| <input type="checkbox"/> Creative Curriculum | <input type="checkbox"/> Reading Assessment Program     |
| <input type="checkbox"/> Internet            | <input type="checkbox"/> Email                          |

19. How did you hear about Kangaroo Kids?