

EMPLOYMENT APPLICATION

Today's Date:

Full Name:	
Phone Number:	
Email:	
Date of Birth:	
Home Address:	
Last 4 of SSN:	

Citizenship

Check if you are a US Citizen

Check if you are NOT a US Citizen

Check if you have completed a I-9 document

Answer the following if you are not a US citizen:

Check if you have a VISA to work in the US?

If yes, what kind of VISA classification? _____

VISA registration number: _____

VISA expiration date: _____

Check if bond or security clearance every been denied/and or canceled?

If yes, please explain _____

Position Information and Availability

Position Applying for	
Position Type	☐ Part Time ☐ Full Time
If PT Days Available	
Schedule Conflicts	

Education

Type	Name	Dates Attended	Diploma Certificate or Degree
High School Degree			
Collage Degree			
Master's Degree			
Other			

Past Experience

Check if you DO NOT HAVE experience with children

heck if you have experience with children

Check if you have experience with children with disabilities

List Most Recent Job First

Employer Name:	
Address:	
Employer Phone Number:	
Employer Email:	
Dates Employed:	TO
Position Title:	
Age of Children:	
Duties:	
Reason for Leaving:	
May We Contact:	☐ Yes ☐ No

Employer Name:	
Address:	
Employer Phone Number:	
Employer Email:	
Dates Employed:	TO
Position Title:	
Age of Children:	
Duties:	
Reason for Leaving:	
May We Contact:	☐ Yes ☐ No

Do you have any children that need child care while you are at work: ☐ Yes ☐ No

If Yes, Age of Child/Children: _____

If Yes, Name of Child/Children: _____

* Please note, while we do offer childcare benefits for our staff, enrollment is not guaranteed.

Background

Do we have your consent to do a background check with the state: ☐ Yes ☐ No

If not, please be aware that we will not hire as this is a requirement from the state.

Do you have a criminal background: ☐ Yes ☐ No

If yes, Explain _____

Have you ever been shown by creditable evident, e.g., court order or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? ☐ Yes ☐ No

If yes, Explain _____

Do you have a valid driver's license? ☐ Yes ☐ No

If yes, provide the license number: _____

Can you perform the essential function of the position you are applying for: ☐ Yes ☐ No

If NO, please explain: _____

Have you completed CPR and First-Aid training ☐ Yes ☐ No

Date of expiration for CPR and First-Aid Training: _____

Our state licensing department requires annual childcare training, are you willing to participate:

☐ Yes ☐ No

ACKNOWLEDGEMENT OF EMPLOYMENT APPLICATION

I hereby certify that all the information provided in this employment application is true and complete. I understand that false information or the omission of information may disqualify my candidacy and may be grounds for termination. I further understand that I am applying to a Drug Free Workplace and may be required to submit to testing for the presence of drugs as a condition for employment.

Signature of Applicant: _____

Date: _____

Signature of Employer: _____

Date: _____

EMERGENCY CONTACT INFORMATION

General Employee Information

Full Name:	
Phone Number:	
Email:	
Date of Birth:	
Home Address:	
Last 4 of SSN:	

Emergency Contact Information

Full Name of Contact:	
Phone Number of Contact:	
Relationship:	

Full Name of Contact:	
Phone Number of Contact:	
Relationship:	

Anything Else We Should Know

Personal Health Information: _____

Personal Medical Information: _____

Other: _____

DIRECT DEPOSIT INFORMATION

General Employee Information

Full Name:	
Phone Number:	
Email:	
Job Title/Position:	

Financial Information

Name of Financial Institution:	
Type of Account:	☐ Checking ☐ Savings
Routing Number:	
Account Number:	

**I AUTHORIZE _____ AND THE
INSTITUTION LISTED ABOVE TO ELECTRONICALLY DEPOSIT MY NET PAY TO
THE ACCOUNT EACH PAYDAY. I UNDERSTAND THAT IT IS MY RESPONSIBILITY
TO NOTIFY ADMINISTRATION OF ANY CHANGES TO THE ACCOUNT
DOCUMENTED ON THIS DIRECT DEPOSIT FORM.**

Signature of Applicant: _____

Date: _____

PROBATION POLICY CONTRACT

New and rehired employees will be subject to a probationary period for the first 90 calendar days after their date of hire. The introductory and training period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. This period is used to assess and evaluation the employee's general capabilities, general work habits and their overall performance in our childcare setting.

If during this probationary period, administration feels the expectations of the school are not being met, at any time, the school may end the employment relationship. During this time, if the employee feels the school is not meeting their individual expectations for a learning environment, they may also end the employment relationship with or without cause or advance notice to the employer.

**I UNDERSTAND AND ACKNOWLEDGE _____
PROBATION POLICY AND WILL FOLLOW THE SCHOOL'S POLICIES AND
PROCEDURES.**

Signature of Applicant: _____

Date: _____

**ACKNOWLEDGMENT AND CERTIFICATE OF RECEIPT OF
THE EMPLOYMENT HANDBOOK**

Today's Date:

I _____ an employee at **Tru Luv Learning Center** have received a copy of the **Tru Luv Learning Center** Employment Handbook.

I agree and understand the policies and procedures listed in this handbook and will comply with the school's rule and regulations.

I understand that these policies and procedures listed in this handbook are subject to change to reflect the needs of the program.

I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to date handbook.

Employee Signature

Date

Administration Signature

Date

**ACKNOWLEDGMENT AND CERITIFICATE OF RECIEPT OF
THE EMERGENCY HANDBOOK**

Today's Date:

I _____ an employee at Tru Luv Learning Center have received a copy of the Tru Luv Learning Center Emergency Handbook.

I agree and understand the policies and procedures listed in this handbook and will comply with the school's rule and regulations.

I understand that these policies and procedures listed in this handbook are subject to change to reflect the needs of the program.

I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to date handbook.

Employee Signature

Date

Administration Signature

Date

GUIDANCE AND DISCIPLINE POLICY

Tru Luv Learning Center uses praise and positive reinforcement as effective methods of behavior management. When children receive positive feedback, they develop problem solving abilities, self-discipline strategies, and a stronger sense of self love. Based on this belief, the school uses a positive approach to discipline.

WHAT WE DO!

- ☐ Communicate to children using positive statements.
- ☐ Communicate with children on their level.
- ☐ Talk with children in a calm quiet manner.
- ☐ Explain unacceptable behavior to children. " Give attention to children for positive behavior.
- ☐ Praise and encourage the children. " Reason with and set limits for the children.
- ☐ Apply rules consistently.
- ☐ Model appropriate behavior.
- ☐ Set up the classroom environment to prevent problems.
- ☐ Provide alternatives and redirect children to acceptable activity.
- ☐ Give children opportunities to make choices and solve problems.
- ☐ Help children talk out problems and think of solutions.
- ☐ Listen to children and respect the children's needs, desires and feelings.
- ☐ Provide appropriate words to help solve conflicts.
- ☐ Use storybooks and discussion to work through common conflicts.

WHAT WE DO NOT DO!

- ☐ Inflict corporal punishment in any manner upon a child which includes any physical force to the body.
- ☐ Use any strategy that hurts, shames, or belittles a child.
- ☐ Use any strategy that threatens, intimidates, or forces a child.
- ☐ Use food as a form of reward or punishment.
- ☐ Use or withhold physical activity as a punishment.
- ☐ Shame or punish a child if a bathroom accident occurs.

- ☐ Embarrass any child in front of others.
- ☐ Compare children.
- ☐ Place children in a locked and/or dark room.
- ☐ Leave any child alone, unattended or without supervision.
- ☐ Allow discipline of a child by other children.
- ☐ Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

WHAT WE DO WHEN PROBLEMS OCCUR

When a more serious or consistent disciplinary policy occurs, a conference will be scheduled with the teachers of the classroom and the students' parents. Observations, accident reports and other important documentation relating to the events will be presented and used as evidence.

ACKNOWLEDGMENT AND CERTIFICATE OF GUIDANCE AND DISCIPLINARY POLICY

Today's Date:

I _____ an employee at **Tru Luv Learning Center** have received a copy of the Tru Luv Learning Center Guidance and Disciplinary Policy.

I agree and understand and comply with the policies and procedures listed in the Guidance and Disciplinary Policy.

I understand that these policies and procedures listed in the Guidance and Disciplinary Policy are subject to change to reflect the needs of the program.

I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to date Guidance and Disciplinary Policy.

Employee Signature

Date

Administration Signature

Date

OUTDOOR RULES AND REGULATIONS

Tru Luv Learning Center uses **Meadow Field Park**, for their daily outdoor adventures.

Below are the policies and procedure all staff must follow to ensure the safety of children outside.

General Outdoor Safety Tips for Child Care:

- Never leave children alone outside
- Teach children not to play near the street
- Explain that children must ask for help if toys roll into the street or driveway
- Check the outdoor play area routinely. Remove trash, sharp branches, tools, lawn equipment, and animal feces

Safe Set-up of the Outdoor Environment

- Be sure all outdoor play areas are fenced, especially near a street, parking lot, pond, well, or railroad track
- Surround electrical appliances in the play area, such as air conditioners, with fences so children cannot reach them
- Remove gas grills from outdoor play areas
- Keep gates closed and install childproof latches
- Lock storage sheds, barns, and garages

Safety with Tricycles and Other Riding Toys

- Require children to use helmets when using tricycles, bicycles, skateboards, roller skates, and ride-on toys
- Reduce choking risks by having children remove helmets when playing on playground equipment
- Use safety straps to secure children in strollers
- Do not put children who cannot sit up well in wagons with low sides

Playground Safety

Ensuring that the playground area is safe requires careful planning and monitoring. Remember that infants and toddlers (ages 0 – 2), preschool-age children (ages 3 – 5), and school-age children (ages 5 – 12) have different developmental needs and abilities and may need developmentally different. Different age groups may need different playground equipment in areas separated by fences to ensure that playgrounds are safe and fun for everyone. Here are some guidelines to assess playground safety.

- Regularly inspect surface and playground equipment for broken, worn, or missing parts. Remove, repair, or replace items immediately.
- Cover sand boxes when not in use so animals won't use them as a litter box
- Provide some shade in the play space, either from natural sources like trees or from a tent, awning, or other shelter
- Place metal playground equipment, such as platforms and slides, in the shade to prevent burns. A slide that faces north will receive the least direct sunlight.
- Place equipment that has moving parts, such as swings, on the outside of the play area
- Teach children to stay away from the front and back of the swing area
- Keep outdoor play equipment at least 6 feet away from pavement, fences, trees, buildings, walkways, and other play equipment
- Provide guardrails or barriers for platforms or ramps over 30 inches high

- Cover all protruding bolts or screws with plastic safety caps
- Close S-hooks completely on swings
- Never attach any ropes or cords to play equipment
- Safely anchor to the ground permanent outdoor equipment such as swing sets or climbers

Employees may never turn their backs or keep children unattended. Employees must circle the play area at all times to ensure all children are in view and safe.

An accurate count of children must occur every 10 minutes to ensure all children are present.

ACKNOWLEDGMENT AND CERTIFICATE OF RECEIPT OF THE OUTDOOR RULES AND REGULATIONS

Today's Date:

I _____ an employee at **Tru Luv Learning Center** have received a copy Tru Luv Learning Center Outdoor Rules and Regulations.

I agree and understand and comply with the policies and procedures listed in the Outdoor Rules and Regulations.

I understand that these policies and procedures listed in the Outdoor Rules and Regulations are subject to change to reflect the needs of the program.

I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to date Outdoor Rules and Regulations.

Employee Signature

Date

Administration Signature

Date

EMPLOYEE APPLICATION AND FILE CHECKLIST

PAPERWORK	
☐	Employee's Medical Exp: • T-DAP Exp: • TB Test Exp: • 2 MMR Vaccinations Documented
☐	Employment Application
☐	Transcripts from College or High School Diploma
☐	3 Letters of Recommendation
☐	Mandated Reporter Status
☐	Mandated Training Certificate
☐	SIDS Exp:

☐	Shaken Baby Exp:
☐	State's Universal Precautions
☐	Employee Health Policy and Agreement including Vomit and Diarrhea Cleaning Procedure
☐	The Licensing Standards Acknowledgment
☐	Guidance and Discipline Policy
☐	Outdoor Play Rules and Regulations
☐	Food Handler Certificate Exp:
☐	CPR/First Aid Exp:
☐	Receipt of Staff Handbook
☐	Receipt of Emergency Management Handbook
☐	Probation Policy Contract
☐	Continuing Education and Professional Development Certificates
☐	I-9 with Identification
☐	Background Check Clearance
☐	State Tax Documents needed for Federal and State
☐	Direct Deposit Information

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