



Center Location:

- Kidz, Ink – Bear (Porter Rd.)
- Kidz, Ink –Bear (Songsmith Rd.)
- Kidz, Ink – Bear (School Bell Rd.)
- Kidz, Ink – Dover
- Kidz, Ink – Smyrna
- Kidz, Ink - Milford

Employment Application

Date: _____

POSITION APPLYING FOR: _____ HOURS YOU CAN WORK: _____

NAME: _____
Last First Middle

PRESENT ADDRESS: _____
Street City State/Zip

SSN: _____ DRIVER’S LICENSE NO: _____

TELEPHONE NUMBER: _____

INDICATE DATES YOU ATTENDED SCHOOL:

HIGH SCHOOL FROM: _____ TO: _____ COLLEGE FROM: _____ TO: _____

How many College Credits, Training Hours and Certificates do you have in Early Childhood Education (ECE):

Training Hrs: _____ College Credits _____ Certificates _____

Please list any College credits that pertain to Early Childhood Education, Elem. Education, etc.: _____

Are you planning to further your education? Yes _____ When? _____ No Plans _____

Are you CPR or 1st Aid Certified: CPR _____ Expires: _____ 1st Aid _____ Expires: _____

What age group do you prefer to work with? _____ What age groups have you worked with? _____

REFERENCES

Kidz, Ink requires three (3) references not including relatives or former supervisors.

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

List Below Present and Past Employment, Beginning with Most Recent

Employer: _____ Phone: _____
Address: _____
Start Date: _____ End Date: _____
Positions and Duties: _____

Reason for Leaving: _____ Supervisor's Name _____
May we contact? Y / N (circle one) Hourly Wage: _____

Employer: _____ Phone: _____
Address: _____
Start Date: _____ End Date: _____
Positions and Duties: _____

Reason for Leaving: _____ Supervisor's Name _____
May we contact? Y / N (circle one) Hourly Wage: _____

Employer: _____ Phone: _____
Address: _____
Start Date: _____ End Date: _____
Positions and Duties: _____

Reason for Leaving: _____ Supervisor's Name _____
May we contact? Y / N (circle one) Hourly Wage: _____

Have you ever been discharged or asked to resign from a position? Y/N If yes, identify the company and explain: _____

Please account for all periods of unemployment of one (1) month duration or longer over the past 5 years.

From	To	State what you were doing:
Mo. _____ Yr. _____	Mo. _____ Yr. _____	
Mo. _____ Yr. _____	Mo. _____ Yr. _____	
Mo. _____ Yr. _____	Mo. _____ Yr. _____	
Mo. _____ Yr. _____	Mo. _____ Yr. _____	

DISQUALIFYING CRIMES

Have you ever been convicted, plead guilty, plead no contest, or plead nolo contendere to any of the crimes listed below? (In answering this question, do not provide information concerning any criminal history records that have been ordered sealed, expunged, or impounded.) Y/N If yes, please state the nature of the offense, where the offense occurred, date and sentence imposed.

Has a child protective services agency, a child licensing agency or any similar entity, ever concluded that you engaged in or were responsible for child abuse and/or child neglect, or has any such entity otherwise determined, indicated, founded, or cited you for child abuse and/or child neglect? Y/N If yes, please list nature of investigation and findings.

Have you ever lost custody of your child or children? Y/N If yes, please explain.

Any employee or potential employee who is convicted, pleads guilty, pleads no contest, or pleads nolo contendere to any of the following crimes will be disqualified from working at Kidz, Ink, unless otherwise provided by applicable law. Conviction of a crime is not an automatic bar to employment with Kidz, Ink. Kidz, Ink will not participate, however, in a clearance request, exception request, or other similar process required by state licensing, even if such request pertains to a crime not listed below. Some positions may not be held by persons convicted of certain crimes in accordance with Kidz, Ink policy and local, state or federal law.

CRIMES AGAINST OR RELATED TO A CHILD

- Child abuse
- Permitting child abuse
- Endangerment
- Child abduction
- Child pornography
- Sexual abuse of a minor
- Sexual exploitation of a minor
- Negligent treatment of children
- Any crimes listed in the following sections which relate to a minor
- Any criminal attempt, criminal solicitation or criminal conspiracy to commit any of the above named offenses listed above

SEXUAL CRIMES

- Sexual abuse
- Sexual misconduct
- Molestation
- Rape
- Sodomy
- Incest
- Any non-consensual or forcible sexual acts
- Pandering
- Obscenity
- Public sexual indecency
- Indecent exposure
- Crimes involving conduct similar to those listed above

OTHER CRIMES

- Homicide
- Manslaughter
- Vehicular homicide
- Mayhem
- Assault or aggravated assault
- Battery or aggravated battery
- Reckless endangerment
- Making terroristic threats
- Theft
- Burglary
- Robbery or aggravated or armed robbery
- Domestic Violence
- Gross irresponsibility or disregard of safety of others
- Any criminal offense involving fraud or dishonesty
- Crimes involving conduct similar to those listed above

Please indicate Salary range you are looking for: _____ to _____

OFFICE SKILLS: (for administrative, secretarial or clerical applicants only)

Calculator	Y/N	Computers	Y/N	Have you ever done?	
Type: _____				Payroll	Y/N
Software: _____				Accounts Receivable	Y/N
Programs: _____				Bank Reconciliation	Y/N
				Data Entry	Y/N

Medical History

	Yes	No
Are you able to frequently lift up to 20 pounds		
Are you able to stoop or kneel		
Are you able to run		

Please list any physical restrictions that would interfere with the performance of your duties: _____

Affidavit, Certification and Release

I, _____ (please print your name), understand that any false answers or statements or omissions made by me on this application or any supplement or any false statements made to a representative of Kidz, Ink during the interview process, will be sufficient grounds for immediate discharge, no matter when discovered.

I understand that while it is expected that the relationship between myself and Kidz, Ink is mutually beneficial, I recognize that employment with Kidz, Ink is not for a specific term and can be terminated by Kidz, Ink at any time, for any reason, with or without cause.

I understand that, if hired, I will be considered an employee at-will and nothing herein shall be construed as a contract of employment. I understand that my at-will employment status cannot be changed or modified by any oral representation made by any Kidz, Ink employee or representative, and further that any change in my at-will employment status must be made in writing and specifically state that it modifies the at-will employment status, which can be signed only by Kidz, Ink's President and Chief Financial Officer.

I understand and voluntarily agree that, if hired, I will complete all educational courses and take all test/training classes required by Kidz, Ink or local, state or federal law or regulation, and that failure to complete such courses or to take such tests when required or requested may result in my immediate dismissal.

I understand that any potential offer of employment is conditional pending the results of employment and other references required by Kidz, Ink, the results of any local, state required, or federal criminal background check(s) and/or satisfaction of all state licensing requirements, which may include medical or drug testing where applicable by law. I understand that the references and criminal background check(s) will be used, among other things, to determine my suitability for employment with Kidz, Ink throughout the term of my employment.

I hereby acknowledge that Kidz, Ink has a zero tolerance policy for abuse and neglect of any kind against a child, intentional or not. Any act or omission, intentional or not, that is abusive to a child will be dealt with immediately and if criminal in nature will be referred to the authorities for action.

I have read and agree to the preceding application Affidavit, Certification and Release and further understand and agree that a copy of this shall be as valid as the original.

APPLICANT'S SIGNATURE

DATE

This form has been designed to comply with state and federal fair employment practice laws prohibiting discrimination on the basis of an applicant's sex, age or minority status. If you do not have college credits or a college degree, you may be required to submit a copy of your high school diploma.

APPLICANT QUESTIONS

1. List your strengths as a caregiver. _____

2. Describe how Kidz, Ink will benefit by having you as part of our team: _____

3. What will your goals for our children at the center be: _____

4. What are three indicators of excellence you would look for in an Early Childhood Program?: _____

5. Children learn best when: _____

6. A child may be left alone: _____

7. A child is disruptive at Circle Time. The first time the caregiver would _____

The second time the caregiver would _____

The third time the caregiver would _____

8. Describe your discipline philosophy: _____

**Kidz, Ink Academy of Early Academics
REFERENCES RELEASE**

RELEASE TO GIVE REFERENCE TO KIDZ, INK

I authorize any person, including but not limited to any school, current or past employer, organization or entity disclosed in my application, resume or interview, to provide any information regarding me, including, without limitation, information concerning my performance, reputation, character, and fitness to supervise children excluding medical records/information. I acknowledge that the information divulged may be used by Kidz, Ink to determine my eligibility for employment or continued employment with Kidz, Ink.

I unconditionally release any person, school, employer, organization or entity from any and all legal liability for providing such information and in making any statements about me to Kidz, Ink.

A photocopy of this signed release shall have the same force and effect as the original release signed by me.

EMPLOYEE/APPLICATION'S SIGNATURE

DATE

EMPLOYEE/APPLICATION'S NAME (PLEASE PRINT)

ADDRESS