

Tiny Geniuses Preschool and Daycare

Employee Application

PLEASE PRINT

Applicant Information

Date ____/____/____

Full Name _____

Address _____ City _____

State _____ Zip Code _____

Home Phone (____) _____ Cell Phone (____) _____

Email _____

Driver's License # _____

(You will be required to give your Social Security number & submit a copy of a valid ID for background checks at a later time)

Position applying for _____

Full or Part time? _____ How many hours weekly are you available? _____ Preferred Shift _____

Desired hourly pay \$ _____

Available start date _____

How did you hear about the job? _____

Personal References

Please list three personal references we may contact (not family members).

Name _____

Address _____

Phone number or email address _____

Relationship _____

Name _____

Address _____

Phone number and or email address _____

Relationship _____

Name _____

Address _____

Phone number and or email address _____

Relationship _____

Name of person to contact in case of an emergency _____

Phone Number _____

Please circle Y for yes and N for no

- Are you a United States citizen? Y or N
If no, are you authorized to work in the United States? Y or N
- Have you ever been employed by Troy Gymnastics? Y or N
- If yes, are you currently employed there? Y or N If no, reason for leaving: _____
- Are you 18 years or older? Y or N
If no, are you at least 17 years old and have completed 1 full year of a vocational child care program at your high school? Y or N School Name _____
- Have you ever been convicted of any offense more serious than a minor traffic violation? Y or N
If yes, please explain _____
- Have you ever been convicted of a felony involving harm or threatened harm? Y or N
If yes, please explain _____
- Have you ever been convicted of child abuse or neglect? Y or N
If yes, please explain _____

Employment History

Company _____ Dates of employment _____ to _____

Address _____

Your job title(s) _____ Starting pay \$ _____ Ending pay \$ _____

Phone number (____) _____ May we contact your supervisor? Y or N

List your job duties and responsibilities _____

Name and title of your supervisor _____

Reason for leaving _____

Company _____ Dates of employment _____ to _____

Address _____

Your job title(s) _____ Starting pay \$ _____ Ending pay \$ _____

Phone number (____) _____ May we contact your supervisor? Y or N

List your job duties and responsibilities _____

Name and title of your supervisor _____

Reason for leaving _____

Company _____ Dates of employment _____ to _____

Address _____

Your job title(s) _____ Starting pay \$ _____ Ending pay \$ _____

Phone number (____) _____ May we contact your supervisor? Y or N

List your job duties and responsibilities _____

Name and title of your supervisor _____

Reason for leaving _____

Education Background

High school attended _____ Did you graduate? Y or N

Please list any child related classes you completed in high school:

College attended _____

Relevant courses taken _____

Did you graduate? Y or N

If yes, what is your degree? (Please circle one) Associates, Bachelors, Masters of

Did you complete a college level course in infant/toddler care? Y or N

If yes, course name & credits received _____

Do you have current Infant/Child/Adult CPR & First Aid training? Y or N

Other education or certificates (including trade school, post high school education, additional college, specialty classes)

Please take a few minutes to write an introduction about yourself, education, and experience that you might give to your classroom families:

Have you had any experience boosting a child's self-esteem? If so, how?

What are your goals in life, both personally and professionally? What do you feel will help you reach your goals?

What are some activities you could do with an infant or toddler?

What are some activities you could do with a preschooler?

TGPD's Statement

Tiny Geniuses Preschool and Daycare is an equal opportunity employer and does not discriminate against any child, parent, family, or employee on the basis of race, color origin, sex, or disability. TGPD is a licensed child care facility and is mandated by the State of Michigan Child Care Licensing. All prospective employees are required to go through a screening process that includes but is not limited to: an interview, background check from the DHS for past abuse or neglect charges, ICHAT background check from the Michigan State Police, reference checks, and a completed physical and tuberculosis (TB) test on a signed form from a licensed medical professional before an official hire can take place. TGPD does not cover the cost for any additional items needed for hire.

Please note that abuse or neglect is against the law. The Michigan Child Abuse Protection Law requires that schools and child care personnel who have reasonable cause to suspect physical abuse or neglect of a child to report the abuse or neglect immediately by telephone.

Any employee of TGPD is prohibited from using the following means of punishment:

- (1) The staff shall use positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation.
- (2) The following means of punishment shall be prohibited:
 - (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
 - (b) Restricting a child's movement by binding or tying him or her.
 - (c) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
 - (d) Depriving a child of meals, snacks, rest, or necessary toilet use.
 - (e) Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

I hereby certify that I have reviewed the information contained in this application and that it is true and accurate to the best of my knowledge and information. I understand that Tiny Geniuses Preschool and Daycare has the right to review and verify all the information contained in this application and I will sign any authorization necessary for TGPD to receive verification.

I am aware that abuse and neglect of children is against the law. I have been informed of the center's policies on child abuse and neglect. I understand that caregivers are mandated by law to report abuse and neglect.

I understand that TGPD is an alcohol and drug free environment. I also recognize that smoking on the premises is prohibited. I understand that as a condition of employment TGPD reserves the right to drug test employees. Use of illegal or controlled substances not prescribed by a physician or the use of alcohol while on the job, or being under the influence of alcohol or an illegal controlled substance while on the job, will result in immediate termination.

(Signature)

(Date)