



Oak Park Early Learning Academy

1920 Chester Boulevard, Richmond IN 47374 | Phone: 765-962-3693
Mailing Address: P.O. Box 1305, Richmond IN 47375

Employment Application

Personal Information:

First Name: _____ Middle Initial: _____ Last Name: _____
Maiden Last Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
How long have you lived at this address? _____
Home Phone: _____ Cell Phone: _____
Email Address: _____
Birth Date: _____ Social Security Number: _____
Will you be able to provide proof of employment eligibility? _____
Do you hold a current and clean driver's license? _____
Do you have reliable transportation to and from work? _____
Are you willing to work Mondays through Fridays? _____
Are you willing to work evenings and weekends? _____

Employment: *Start with the most recent work experience. Describe all traditional and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying.*

Name of Current Employer (or Most Recent Employer): _____
Street Address: _____
City: _____ State: _____ Zip: _____
Name of Supervisor: _____
Phone: _____ Are we free to contact supervisor? _____

Position held: _____ Final Salary: _____
Description of job duties: _____

Start date: _____ End date: _____
Reason for leaving: _____
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Name of Employer: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Name of Supervisor: _____
Phone: _____ Are we free to contact supervisor? _____

Position held: _____ Final Salary: _____
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Start date: _____ End date: _____
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 Street Address: _____
 City: _____ State: _____ Zip: _____
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 Phone: _____ Are we free to contact supervisor? _____

Position held: _____ Final Salary: _____
 Description of job duties:

Start date: _____ End date: _____
 Reason for leaving: _____

Education

Name of High School: _____
 City: _____ State: _____
 Highest school grade completed: _____ Have you obtained a High School diploma or GED? _____

Number of years of post high school education completed: _____ Years

Name & Location of Educational Institution	Degree Received	Major/Specialty	Dates Attended

Additional Training and Development

Have you attained your *Child Development Associate (CDA)* Credential? _____
 If not, are you currently working towards attaining your CDA Credential? _____
 Number of hours obtained towards CDA: _____ Estimated completion date: _____

Please provide any additional training and development courses which support your Early Childhood Education expertise. Include any on the job in-service training and formal courses.

Date	Course Title	Description	Location	Credit Hours

Preferences:

I would prefer to work with the following age levels:

____ Infant ____ Toddler ____ Twos ____ Threes
____ Fours ____ Fives ____ School Age ____ No preference

Position Applying For: (Check all positions you are willing to be considered for.)

Teacher (Full-time): ____ Receptionist (Full-time/Part-time): ____
Part-Time Teacher Assistant: ____ Substitute Teacher: ____

Personal Statements:

Child care experience, abilities, skills, knowledge, and expertise.

Please tell us about yourself and explain how you will contribute to our program.

Describe any additional interests and hobbies that would bring quality to our curriculum and program.

Personal and Professional References: *(Please provide three references.)*

Relationship: _____
First Name: _____ Last Name: _____
Organization: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email Address: _____

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City: _____ State: _____ Zip: _____
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Criminal History:

Have you ever had a restraining order issued against you? _____ If yes, please explain:

Have you ever been convicted of or charged with a felony or misdemeanor within the last 10 years?

If yes, please give details & dates of offense(s)/what was the charge or alleged charge and sentence:

**Having a history does not necessarily exclude you for hiring consideration. NOT disclosing any history or falsifying details DOES.*

Additional Employment Questions:

1. When are you available to begin employment? _____
2. Will you agree to submit to a pre-employment drug screening, health exam and TB skin test? _____
3. Will you agree to a criminal background check and fingerprinting? _____
4. Do you smoke? _____ If yes, will you adhere to our zero-tolerance for smoking on campus? _____
5. Do you have any serious health conditions that would impede your ability to perform the job duties on a full-time, consistent basis? _____
6. Are you able to lift up to 30 pounds? _____
7. Will you agree to adhere to a dress policy? _____
8. Are you CPR-First Aid Certified? _____ If yes, date of last renewal: _____
9. What languages are you fluent in? _____
10. Do you have children of your own? _____
Are you looking for a position in which you can bring your children? _____
11. Are you willing to do some housekeeping chores (sweeping, mopping, cleaning, taking out trash)? _____
12. Do you have experience with special needs children? If yes, please explain:

13. Describe your child care style.

14. Describe some creative activities that you have done with children.

15. What techniques do you use for disciplining children?

16. What teacher qualities are needed to provide exceptional care and learning development for children of all ages?

17. Oak Park Early Learning Academy is a registered childcare ministry of Oak Park Church, and as a Christian-based facility will include the teaching of Christian beliefs. Would you be willing to teach a Biblical-based curriculum and lead children in prayer on a daily basis? _____

18. If hired, will you agree to obtain a *minimum* of 12 continuing education credits in early childhood education on an annual basis during evening and weekend hours? _____

19. What are your future goals for further developing your early childhood career?

20. If offered a scholarship opportunity, are you willing to attain higher educational levels in early childhood education in order to improve the quality of your teaching skills and to support our program's goals and objectives? _____

Declaration:

I confirm that in order to further my application for employment, Oak Park Early Learning Academy will use the information I have supplied to conduct reference checks and to confirm my identity. I understand that Oak Park Early Learning Academy may hold my information for future reference.

Authorization and Consent for Release of Information

I certify that my answers are true and complete. I authorize you to make such investigations of all statements contained in this application for employment as may be necessary in arriving at my employment decision. In the event that I am employed, I understand that false or misleading information given in my application and interview(s) may result in discharge. In the event that I am offered a job, any position is subject to my ability to provide an acceptable national background check and pre-employment tests.

I hereby certify that:

- All the information given by me on this application is correct to the best of my knowledge.
- All questions relating to me have been accurately and fully answered.
- I possess all the qualifications which I claim to hold.

Signed: _____ Date: _____