

**Step By Step Christian School, Inc.**

**Application for Employment/Staff Information Sheet**

Application Date		Last Name:		First Name:		Middle/Maiden:	
Street Address:			City:		State:		Zip:
Mailing Address: <i>(if different from above)</i>			City:		State:		Zip:
Social Security Number:		Texas Driver's License Number:		List any friends, relatives, or acquaintances working for us:			
Primary Phone: ( )		Phone Provider/Carrier		May we leave a voice mail And/or send a text message? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a high school diploma/GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Secondary Phone: ( )		Email Address:			Are you at least 18 yrs of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you at least 25 yrs of age? <input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contact:			Emergency Telephone: ( )		Relationship:		
Would you be known to any employer, school, or reference under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, indicate name(s):					
Date available to begin work:		Have you previously worked for our school or child care center? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, indicate dates & positions:			
Do you have children who would need care at our center? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name: _____		DOB: _____		Gender: M F	
If yes, please list:		Name: _____		DOB: _____		Gender: M F	
Name: _____		DOB: _____		Gender: M F		Name: _____	
Name: _____		DOB: _____		Gender: M F		Name: _____	
Specify position(s) desired:				Preferred Age Group(s):		Are you certified in CPR & First Aid?	
____ Lead Teacher		____ Dietician / Cook / Kitchen Worker		____ 6 wks-12 months		<input type="checkbox"/> Yes <input type="checkbox"/> No	
____ Teacher's Aide		____ Office / Administrative Bookkeeping /Accounting Staff		____ 12-24 months		If yes, indicate certifying agency (example: Red Cross) & expiration date:	
____ Substitute		____ Custodial / Janitorial Staff		____ 2-2 ½ years		_____	
____ Special Activities Teacher (Swimming, Gymnastics, etc) If so, please indicate type:		____ Bus Driver		____ 3-3 ½ years		_____	
_____		____ Other: (If so, please indicate type)		____ 4-4 ½ years		_____	
_____		_____		____ 5 years & up (school age)		Expires: _____	
Wage expected:		Position Type:		Hours Available: (We are open Monday-Friday, 5:45 AM to 6:45 PM)			
\$ _____		____ Full Time (40 hrs per week)		_____			
per _____		____ Part Time (15-35 hrs per week)		_____			
		____ Temporary/Seasonal		_____			
Please indicate which tasks you are willing and physically capable of performing, if necessary to the position you seek:		____ Sit or stand for at least 30 minutes		If you indicated no to any of these tasks, please indicate why:			
		____ Lift at least 30 pounds		_____			
		____ Be outside at least 1 hour, in all four seasons		_____			
		____ Sweep, mop, clean tables, carry garbage to the dumpster, and perform other basic cleaning functions		_____			
		____ Change diapers		_____			
Do you have any physical disabilities / differences which would affect the manner in which your job is performed? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, please explain: _____							
Do you have reliable transportation to & from work? <input type="checkbox"/> Yes <input type="checkbox"/> No		If hired, could you commit to one year's uninterrupted employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you answered "No," please indicate the reason and date of leave of absence/resignation: _____ _____			
Mark those which you would be able / willing to do, if needed:							
____ Stay after scheduled end of shift occasionally		____ Come in early occasionally		____ Work with classes other than your regular one			
____ Attend training programs, work days, staff meetings				____ Participate in special programs such as Parent Orientation / Open House			

▪ **Education:**

<b>High School</b>	Name:	City/State:	Yrs Attended: -	Diploma available for confirmation? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>GED</b>	Name of School / Certifying Agency:	City/State	Date Received:	Certificate available for confirmation? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>College/ Business School/ Vocational School</b>	Name:	City/State	Yrs Attended: -	# of Hours Earned:
	Major:	GPA:	Date Graduated:	Diploma available for confirmation? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name:	City/State	Yrs Attended: -	# of Hours Earned:
	Major:	GPA:	Date Graduated:	Diploma available for confirmation? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other training, certifications, etc:</b>	<hr/> <hr/> <hr/>			

▪ **Employment History:** *Please include at least the last 5 years (attach second sheet if needed), & explain any gaps in employment. Attach resume if available.*

<b>Current Position</b>	Date Employed: From _____ To _____	Position Held:	Employer's Address/Location:	Supervisor:
	Salary: \$ _____ per _____	Employer:	Employer's Phone:	Reason for Leaving:
<b>Most Recent Position</b>	Date Employed: From _____ To _____	Position Held:	Employer's Address/Location:	Supervisor:
	Salary: \$ _____ per _____	Employer:	Employer's Phone:	Reason for Leaving:
<b>2<sup>nd</sup> Most Recent Position</b>	Date Employed: From _____ To _____	Position Held:	Employer's Address/Location:	Supervisor:
	Salary: \$ _____ per _____	Employer:	Employer's Phone:	Reason for Leaving:

▪ **Personal References:** *Please list at least 3 people who have known you for at least 1 year and will vouch for your character, ability, or experience. Do not include relatives.*

Name:	Address:	Phone Number:	Length of Time Known:	Relationship:
Name:	Address:	Phone Number:	Length of Time Known:	Relationship:
Name:	Address:	Phone Number:	Length of Time Known:	Relationship:
Name:	Address:	Phone Number:	Length of Time Known:	Relationship:

▪ **Teaching/Caregiving Experience:** *Please indicate any experience you feel has helped prepare you to be in charge of a classroom.*

\_\_\_\_\_ Classroom, Child Care Center, Kindergarten, Head Start, Teacher's Aide, etc.

\_\_\_\_\_ Sunday School, Girl Scouts, or Other Volunteer Position

Other (Babysitting, Nanny Positions, etc):

Please Describe Position & Responsibilities: _____ _____ _____ _____ _____ _____	Dates: From _____ To _____  # of Hours in Your Care: _____	Number of Children: _____  Ages of Children: _____
--	---	--

Please Describe Position & Responsibilities: _____ _____ _____ _____ _____ _____	Dates: From _____ To _____  # of Hours in Your Care: _____	Number of Children: _____  Ages of Children: _____
--	---	--

Please Describe Position & Responsibilities: _____ _____ _____ _____ _____ _____	Dates: From _____ To _____  # of Hours in Your Care: _____	Number of Children: _____  Ages of Children: _____
--	---	--

Please describe any knowledge of Child Development, Early Child Education, Age Appropriate Instruction, Phonics, Reading/Number Readiness, or other kinds of things to teach young children to prepare them for school:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Provide any other information which you believe would be important for us to consider:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that all information included in this application is complete and true to the best of my knowledge. I understand that misrepresenting myself on this application or during my interview is grounds for immediate dismissal.

Signed: \_\_\_\_\_  
 Interviewer's Notes:

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

# APPLICATION FOR EMPLOYMENT

## INTRODUCTION

Step By Step Christian School is a full service Christian child care center. The center is individually owned and operated by a family such as your own, who wishes to provide today's parents with a safe, loving, wholesome, nurturing Christian environment in which to raise their children. At Step By Step Christian School we teach the often-underestimated art of quality childcare, along with the skills needed to meet the needs and expectations of parents and children. If employed, you will be expected to perform at the level that has earned and maintained our stellar reputation throughout the community. Thank you for considering Step By Step Christian School for your employment needs.

## EQUAL OPPORTUNITY POLICY

Step By Step Christian School is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on such grounds.

**ANSWER ALL QUESTIONS. INCOMPLETE APPLICATIONS WILL BE REJECTED. PLEASE PRINT.**

## FELONY STATEMENT

I have never been convicted of any of the following offenses:

A felony or misdemeanor classified as an offense against the person or family,

A felony or misdemeanor classified as public indecency, or

A felony violation of any law intended to control the possession or distribution of substance included as a controlled substance in the *Texas Controlled Substance Act*.

I have never been convicted or placed on deferred adjudication for any felony or misdemeanor and there are no pending criminal charges against me. *Deferred adjudication* is a common term in criminal law. It is generally understood to be a process whereby the judge defers rendering a conviction pending an opportunity for the defendant to demonstrate rehabilitation. If after a set period of time the defendant demonstrates rehabilitation, the record is cleared.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## DRUG POLICY

**NO DRUG USE POLICY: Step By Step Christian School does not hire persons who use illegal drugs. All persons hired at Step By Step Christian School may be required to take and pass a strict screen for illegal drugs and be subject to periodic tests for illegal drugs.**

I hereby certify that I (check one) do  do not  use illegal drugs.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## AUTHORIZATION TO RELEASE INFORMATION

I agree and understand Step By Step Christian School and its agents may investigate or seek information concerning my background and/or previous employment, whether of record or not. I further agree and understand that if employed, Step By Step Christian School may at any time seek any information from whatever source which in its discretion it deems relevant to my employment. Accordingly, I hereby authorize the previous employers and references listed in my application, any medical facility or related personnel, or any other source contacted by Step By Step Christian School to give Step By Step Christian School any and all information concerning my previous employment, my medical condition or any medical treatment, or any other information they may have, personal or otherwise. I hereby release Step By Step Christian School and its agents, any previous employers, and any medical facility or related personnel and any other persons or entities whatsoever involved in such an investigation or inquiry from all liability of any kind, including any damages on account of the furnishing of such information.

*I further understand that my Criminal Records Check will be sent in the date of hire, and my employment at Step By Step Christian School may be terminated if my Records Check is not in compliance with State and Child Care Standards.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICANT'S CERTIFICATION

I am able to perform adequately the job duties for which I am applying. I have never abused, neglected or deprived a child or adult...subjected any person to a serious injury as a result of intentional or grossly negligent misconduct. I will comply with all state requirements for initial certification and to continue certification.

I hereby certify that the facts set forth in this employment application (and accompanying resume, if any) are true and complete to the best of my knowledge, and I agree and understand that any misrepresentation of information or failure to disclose information during the employment application process may disqualify me from further consideration for employment and, if employed, will subject me to dismissal. If I am offered employment, I understand that I may be required to submit to a physical examination designed to determine whether I am able, with or without reasonable accommodation, to perform the essential functions of the job offered, as specified by Step By Step Christian School, and that final acceptance for employment is subject to me successfully passing this physical examination. I further understand that any misrepresentation of information or failure to disclose information at the time of my physical may result in employment disqualification or dismissal. I understand that in connection with my application for employment an inquiry into my background may include an investigative consumer report, which provides applicable information concerning character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time for information as to the nature and scope of any such report.

If employed, I agree to conform to all Step By Step Christian School rules and regulations, as well as all Federal, State, and local rules and regulations. In this regard, I understand that Step By Step Christian School may, at its discretion, conduct searches of lockers, lunch boxes, tool boxes, clothing, purses, briefcases, vehicles, desks, work areas, and other personal or Step By Step Christian School property, and I hereby consent to such search. I also understand and agree that if employed, my employment is for an indefinite period of time, that either I or Step By Step Christian School may terminate my employment at will at any time, with or without cause or notice. I hereby disclaim the existence of any contract of employment, either express or implied. This Application is current only for 60 days. At the conclusion of this time, if I have not heard from Step By Step Christian School and still wish to be considered for employment, I understand that it will be necessary for me to submit a new application. This Agreement contains and represents the entire agreement between Step By Step Christian School and me concerning the topics discussed herein. There are no oral or collateral agreements of any kind concerning such topics. I further understand and agree that this Agreement cannot be orally modified and that any subsequent modification of this agreement including the at-will state of employment I seek, must be in writing and duly executed by Step By Step Christian School President or his or her designee. I certify that I am a true and bona fide job applicant honestly interested in the position(s) for which I have applied, and am seeking employment with Step By Step Christian School solely to provide me the benefits of a job and for no other purpose.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_