



## Teddy Bear's Playhouse-Employment Application

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Best phone number to reach you \_\_\_\_\_ Email Address \_\_\_\_\_

### **Education**

High School	College
Name of School	Name of College
City/State	City/State
Are you at least 18 years old? Yes or No	Type of degree and year graduated
GED: yes or no	Current Major

Do you have your own transportation Yes or No

Have you ever been convicted of a crime? Yes or No. If yes, please explain:

Have you ever been convicted of child abuse or neglect: Yes or No

May we do a Comprehensive Background Check (Fingerprinting)? Yes or No

Are you able to lift more than 30 pounds, are you able to bend, sit on the floor, go outdoors, push a stroller, change diapers, and/or stay on your feet for long periods of time. (See job description) If you answer NO to any of these questions, please explain:

### **References**

Personal Reference	Personal Reference
Name	Name
Complete Address	Complete Address
Phone Number	Phone Number

### **Employment References**

Job Title	Job Title	Job Title
Manager Name	Manager Name	Manager Name
Name of Company	Name of Company	Name of Company
Address	Address	Address
Phone Number	Phone Number	Phone Number
Dates of Employment	Dates of Employment	Dates of Employment
Reason for Leaving	Reason for Leaving	Reason of Leaving
Beginning wages/Ending wage	Beginning wage/Ending wage	Beginning wage/Ending wage



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### Who should we call in case of an emergency?

Name	Address	Phone#	Relationship to applicant
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### What hobbies do you enjoy?

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### Define or explain to the best of your ability the following:

Appropriate behavior
Time Out
Redirection

List 3 behaviors typical of an infant through 18 months

- 1.
- 2.
- 3.

List 3 behaviors typical of a Toddler through 2 ½ years of age

- 1.
- 2.
- 3.

List behaviors typical of a 2 ½ year old through 5 years of age

- 1.
- 2.
- 3.

What age children do you enjoy working with most and why?

A toddler bites another child; briefly explain how you would handle this situation

A 3 year old hits you out of anger, how would you react?



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You have twelve 4 year olds in your group, they are very loud and not listening to your request to quiet down, what do you do?

A 3 year old uses very inappropriate language, how would you explain this to the child's parent?

Do you have any other experiences working with children, if yes, explain:

What position are you applying for? \_\_\_\_\_

What are your wage expectations for this position? \$ \_\_\_\_\_

Please sign below authorizing Teddy Bear's Playhouse to contact any or all references listed

Signature and date \_\_\_\_\_

I understand that any dishonest answer given on this application or with any future interview would be considered grounds for dismissal. I also agree to the release of this application or a portion of it to representatives of Child Protective Services, or other government agencies, if requested by such agencies.

Signature and Date: \_\_\_\_\_

This application will be considered current for 3 months and that another application would need to be completed for reconsideration after this time period has past.

EOE: We do not discriminate any individual or group because of sex, race, religion, national origin, marital status, age, weight, height, color, disability or political beliefs in the hiring, promotion, payment or discipline of employees.

What hours can you work? Please indicate below: We are open from 6:30am-6:00pm

Monday	Tuesday	Wednesday	Thursday	Friday

Do you have any restrictions on your ability to work the hours between 6:00am – 6:00pm? If yes, please explain:



**Teddy Bear's Playhouse-Employment Application**  
Staff Screening Statement

**Pre-Employment**

1. The center will call for professional and work related references from the employment application.
2. The center will call for personal references from the employment application.
3. The center will obtain a Comprehensive Background Check (Fingerprinting) prior to any unsupervised care of the children.
4. The center will review employment history and reasons for leaving previous employment.

**Training and Employment**

1. Employee will read and sign all of the company policies set forth in the employee handbook.
2. Employee will have training and orientation completed by a senior staff member and management.
3. The employee will be made aware that they are mandated reporters of suspected abuse and/or neglect of children.
4. New employees are trained and observed closely during training by senior staff members and management before they are allowed to take primary responsibility for a group of children.
5. Employees are required to have 24 clock hours of training annually, in early childhood topics. These clock hours of training are at the expense of the employee.

**Procedure to report suspected abuse or neglect**

- Employees will report immediately to Child Protective Services any signs of suspected abuse or neglect.
- The number to call is: **855-444-3911**
- Do not try to interview or investigate the child.
- Notify management of your suspect

I am aware that abuse and neglect of children is against the law.

I have been informed of the center's policies on abuse and neglect.

I know that all staff, myself included, and volunteers are required by law to immediately report suspected abuse and neglect to child protective services.

I have read and understand the company policy on staff screening and training. I give my permission for Teddy Bear's Playhouse to obtain a Comprehensive Background Check (Fingerprinting). I also understand that I am a mandated reporter of suspected abuse and neglect of children.

Signature and date: \_\_\_\_\_