

*Children's Academic Center  
270 Alleghany Spring Road  
Shawsville, Va. 24162  
540-268-5656*

**Professional Application:**

Date: \_\_\_\_\_  
First Name: \_\_\_\_\_ Middle/Maiden: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_ Birthday: \_\_\_\_\_  
SS#: \_\_\_\_\_ Phone #'s: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
Marital Status: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_ # of Dependents: \_\_\_\_\_  
Have you filled out an application here before? \_\_\_\_\_ if yes, give date: \_\_\_\_\_  
Expected Wages: \_\_\_\_\_ Willing To Work: Full Time/Part Time/As Needed: \_\_\_\_\_  
What hours are you available to work? \_\_\_\_\_ Are you willing to work overtime? \_\_\_\_\_  
If you are under 18, can you furnish a workers permit? \_\_\_\_\_

**EDUCATION:**

High School: \_\_\_\_\_ Year Finished: \_\_\_\_\_  
College: \_\_\_\_\_ Year Finished: \_\_\_\_\_ Major: \_\_\_\_\_

**Skills and Qualifications:**

Why do you want to work in a Child Care Center? \_\_\_\_\_  
Summarize special skills/qualifications acquired from employment or other experiences that may qualify you to work at our center? \_\_\_\_\_  
Do you have any physical or mental limitations that could possible interfere with the position that you are applying for? If yes, please explain: \_\_\_\_\_  
Have you ever been convicted of a felony? \_\_\_\_\_ if yes, please explain: \_\_\_\_\_  
What are your future goals? \_\_\_\_\_  
The employer is an Equal Opportunity employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant consideration for employment on a basis prohibited by local, state or federal law.

**Employment History:** List your last (4) employers, assignment or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

<b>Employer:</b> _____	Phone #: _____	Hourly Pay: _____	Years in Childcare: _____	Address: _____	
_____	Job Title: _____			Dates Employed: _____	
_____	Supervisor & Title: _____			Duties: _____	
_____	May we contact them for a reference? _____			Reason for leaving: _____	
<b>Employer:</b> _____	Phone #: _____	Hourly Pay: _____		Address: _____	
_____	Job Title: _____			Dates Employed: _____	
_____	Supervisor & Title: _____			Duties: _____	
_____	May we contact them for a reference? _____			Reason for leaving: _____	
<b>Employer:</b> _____	Phone #: _____	Hourly Pay: _____		Address: _____	
_____	Job Title: _____			Dates Employed: _____	
_____	Supervisor & Title: _____			Duties: _____	
_____	May we contact them for a reference? _____			Reason for leaving: _____	
<b>Employer:</b> _____	Phone #: _____	Hourly Pay: _____		Address: _____	
_____	Job Title: _____			Dates Employed: _____	
_____	Supervisor & Title: _____			Duties: _____	
_____	May we contact them for a reference? _____			Reason for leaving: _____	

Comments: (including gaps in employment) \_\_\_\_\_

**Job Related References:** List (3) References who are not related to you.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Years Known: \_\_\_\_\_

**Personal References:** List (2) Non-related references that have known you for over 1 year & that can answer questions as to your character & job related abilities.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Years Known: \_\_\_\_\_

**Authorization Release:** I \_\_\_\_\_, acknowledge the information on this application is true. I give my

permission for Children's Academic Center to check my work related & personal references by phone or mail. I understand the questions will be about my work experiences, skills performed, personal character and work ethics.

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

**Job Supervisor Called:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Center Director:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

**Job Supervisor Called:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Center Director:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

**Job Supervisor Called:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Center Director:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

**Personal Reference Called:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Center Director:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

**Personal References Called:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Center Director:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

**General Information:** *Any Childcare Experience? Yes or No* \_\_\_\_\_ *If yes, how many years.* \_\_\_\_\_

Please list (3) words to describe your personality: \_\_\_\_\_  
What importance do they play in teaching young children? \_\_\_\_\_

Tell me some things about your background: \_\_\_\_\_  
What goal would you like to teach children? \_\_\_\_\_

What is your personal philosophy of a childcare program? \_\_\_\_\_

What makes a successful childcare program? \_\_\_\_\_  
How would you develop lesson plans? \_\_\_\_\_

Do you feel it's appropriate for children to watch TV during the day here & why? \_\_\_\_\_

What kind of music do you think the children should listen to while they are here at preschool? \_\_\_\_\_

What areas of learning are important in Early Childhood Education? \_\_\_\_\_

What would you do if you were reading a book and only one child was listening? \_\_\_\_\_

What would you do if a parent complained that your classroom seemed noisy/out of control? \_\_\_\_\_

What are important leadership qualities? \_\_\_\_\_  
How would you handle problems with staff and Parents? \_\_\_\_\_  
How would you handle discipline problems with the children? \_\_\_\_\_