

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last First Middle

Address: _____
Street (Apt) City/State Zip

Alternate Address: _____
Street City/State Zip

Contact Information: _____
Home Telephone Mobile Telephone Email

How did you learn about our company?

POSITION SOUGHT: _____ **Available Start Date:** _____

Desired Pay Range: _____ **Are you currently employed?** _____
Hourly or Salary

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

CHILD CARE CENTER PERSONNEL INFORMATION RECORD

"Texas law gives you the right to know what information is collected about you by means of a form you submit to a state government agency. You can receive and review this information, and request that incorrect information about you be corrected by contacting your licensing representative."

NAME:		ADDRESS:		PHONE #:	
DATE OF BIRTH:		DATE OF EMPLOYMENT:		DATE CHC SENT TO DFPS:	
				T.B. TEST DATE:	
NAME OF HIGH SCHOOL:				GRADUATED?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE:				GRADUATION DATE / GED	
CAREER PROGRAM (if applicable.):				DEGREE:	
INSTRUCTOR:					
WORK SCHEDULE:		ATTENDANCE MAINTAINED		PREVIOUS EXP/TRAINING	
HOURS:		<input type="checkbox"/> Sign in log <input type="checkbox"/> Time sheet			
DAYS:				WHERE AND HOW LONG	
CPR					
Exp.Date: - -					
First Aid Training					
Exp.Date: - -					

PRE-SERVICE TRAINING For Caregivers only

Check all that apply:

- ☐ Staff with previous child care experience or training. (DOES NOT REQUIRE 8 HRS OF PRE-SERVICE), OR
- ☐ Staff without previous child care experience or training. Before being counted in the child/caregiver ratio, I received 8 hours of pre-service training in the following areas:
 - ☐ Developmental stages of children.
 - ☐ Positive guidance and discipline of children.
 - ☐ Supervision and Safety practices in the care of children.
 - ☐ Age-appropriate activities for children.
 - ☐ Fostering children's self-esteem.
 - ☐ Positive interaction with children.
 - ☐ Preventing the spread of communicable diseases.
- ☐ Staff will not be working with children younger than 24 months. (DOES NOT REQUIRE THE TRAINING LISTED BELOW), OR
- ☐ Staff will be working with children younger than 24 months. Before being given counted in the child/caregiver ratio for a group of children younger than 24 months of age, I received one hour of pre-service training in:
 - ☐ Recognizing and preventing shaken baby syndrome and sudden infant death syndrome; and
 - ☐ Understanding early childhood brain development.

Employee Signature

Date

Trainer Signature

Date

EMPLOYEE AND VOLUNTEER ORIENTATION

In addition to being oriented in the understanding of children and in job expectations, I have been oriented in:

- ☐ An overview of the minimum standards for child care centers.
- ☐ The Center's operational policies, including discipline, guidance, and the release of children.
- ☐ The use and location of fire extinguishers and first aid equipment.
- ☐ The procedures to follow in handling emergencies, including fire, explosion, tornado, toxic fumes, volatile persons, and severe injury or illness of a child or adult.
- ☐ An overview of symptoms of child abuse, neglect, and sexual abuse and the responsibility for reporting these.
 - ☐ I have received a copy of the child-care center's operational policies.
 - ☐ I have received a copy of the child-care center's written personnel policies including my job, job responsibilities, and requirements.

Employee Signature

Date

Trainer Signature

Date

**AFFIDAVIT FOR APPLICANTS FOR EMPLOYMENT WITH A
LICENSED OPERATION OR REGISTERED CHILD-CARE HOME**

AN APPLICANT FOR TEMPORARY OR PERMANENT EMPLOYMENT with a licensed child-care facility, licensed child-placing agency or registered child-care home whose employment or potential employment with the facility, agency, or home involves direct interaction with or the opportunity to interact and associate with children must execute and submit the following affidavit with the application for employment:

STATE OF _____

COUNTY OF _____

I swear or affirm under penalty of perjury that I do not now and I have not at any time, either as an adult or as a juvenile:

1. Been convicted of;
2. Pleaded guilty to (whether or not resulting in a conviction);
3. Pleaded nolo contendere or no contest to;
4. Admitted;
5. Had any judgment or order rendered against me (whether by default or otherwise);
6. Entered into any settlement of an action or claim of;
7. Had any license, certification, employment, or volunteer position suspended, revoked, terminated, or adversely affected because of;
8. Resigned under threat of termination of employment or volunteerism for;
9. Had a report of child abuse or neglect made and substantiated against me for; or
10. Have any pending criminal charges against me in this or any other jurisdiction for;

Any conduct, matter, or thing (irrespective of formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):

1. Any felony;
2. Rape or other sexual assault;
3. Physical, sexual, emotional abuse and/or neglect of a minor;
4. Incest;
5. Exploitation, including sexual, of a minor;
6. Sexual misconduct with a minor;
7. Molestation of a child;
8. Lewdness or indecent exposure;
9. Lewd and lascivious behavior;
10. Obscene or pornographic literature, photographs, or videos;
11. Assault, battery, or any violent offense involving a minor;
12. Endangerment of a child;
13. Any misdemeanor or other offense classification involving a minor or to which a minor was a witness;
14. Unfitness as a parent or custodian;
15. Removing children from a state or concealing children in violation of a court order;
16. Restrictions or limitations on contact or visitation with children or minors resulting from a court order protecting a child or minor from abuse, neglect, or exploitation; or,
17. Any type of child abduction.

Except the following (list all incidents, locations, description, and date) (if none, write NONE)

The failure or refusal of the applicant to sign or provide the affidavit constitutes good cause for refusal to hire the applicant.

Signed: _____ Date: _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____

Signature of notary officer: _____
(seal, if any, of notarial officer)

My commission expires: _____