

<u>Last name</u>	<u>First name</u>	<u>Middle</u>	<u>Social Security Number</u>	<u>Application Date</u>
<u>Street Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Cell phone #</u>
<u>Emergency Contact</u>	<u>Emergency Telephone #</u>		<u>Relationship</u>	

## MISSION STATEMENT

Hug first, then teach!

Introduction

Thank you for considering Kids 'R' Kids #1KY for your employment needs. We are first and foremost a learning and loving environment for children. We take great pride in caring for and educating children. If accepted you will be entering into a very responsible role in the life of a child. Therefore, you will have many duties that you may or may not currently expect from caring for children. They start from the time you are offered a position and end at the time employment ends.

DRUG POLICY

Kids 'R' Kids #1KY does not hire people who use illegal drugs. All persons hired at Kids 'R' Kids will be required to take and pass a strict screen for illegal drugs, and are subject to periodic tests for illegal drugs.

I hereby certify that I do not use illegal drugs.

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 Signature of Applicant

Date

EQUAL OPPORTUNITY POLICY

Kids 'R' Kids #1KY is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, gender, 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.

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 Signature of Applicant

Date

In order to qualify for this position the following conditions apply:

1. You must be able to lift 50 pounds from a standing position.
2. Unless applying for part time positions you must be able to work anytime during our operating hours which are between 6:30am to 6:30pm Monday through Friday.
3. You have never abused, neglected or deprived a child or adult or have subjected any person to a serious injury as a result of intentional or grossly negligent misconduct.
4. You cannot be an illegal drug user, nor can you work with children if taking medication that impairs your ability to care for children. For example, if you are taking medications that state that you should not take them and operate heavy machinery, the same effects pose a risk to your ability to care for children.
5. You must be able to follow directions, adhere to state regulations, carry out Kids 'R' Kids directives, policies, procedures, and other job requirements.

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 Signature of Applicant

Date

Prior to starting work at Kids 'R' Kids #1KY you must accomplish the following:

1. Obtain a negative result from a Tuberculosis test by any medical professional.
2. Obtain a record check from the Kentucky State Police in Frankfort. This record check must result in no criminal offenses to be considered for employment. Traffic offenses will only preclude you from transporting children for Kids 'R' Kids.
3. Complete all employment applications.
4. Read, understand, and affirm your compliance with all Kentucky regulations for licensed childcare.
5. Upon completion of this form, you must ask the receptionist for Part 2 of the Application of Employment.
- 6.

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 Signature of Applicant

Date

After starting work at Kids 'R' Kids #1KY you must accomplish the following:

1. Within 90 days from your hire date, attend training classes Orientation 1 and 2 sponsored by the Child Care Council of Kentucky.
2. Within 90 days from your hire date, attend training classes in CPR and 1<sup>st</sup> aid.
3. Within 1 year from your hire date, attend training classes totaling 18 hours sponsored by the Child Care Council of Kentucky or college for which the credit will transfer.
4. Complete a test administered by Kids 'R' Kids #1KY.

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Signature of Applicant

Date

#### AGREEMENT AND CERTIFICATION

I hereby certify that the facts set forth in Application for Employment Part 1, 2, and 3 (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 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 KIDS 'R' KIDS #1KY, 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 KIDS 'R' KIDS #1KY rules and regulations and all Federal, State, and local rules and regulations. In this regard; I understand that KIDS 'R' KIDS #1KY may, at its discretion, conduct searches of lockers, lunch boxes, tool boxes, clothing, purses, briefcases, vehicles, desks, work areas, and other personal or KIDS 'R' KIDS 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 KIDS 'R' KIDS #1KY 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 expressed or implied.

Application for Employment Part 1, 2, and 3 contains and represents the entire agreement between KIDS 'R' KIDS #1KY 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 KIDS 'R' KIDS Owner 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 KIDS 'R' KIDS solely to provide me the benefits of a job and for no other purpose.

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Signature of Applicant

Date

I agree and understand Kids 'R' Kids #1KY and it's 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, Kids 'R' Kids #1KY may at any time seek any information from whatever source which in it's 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 Kids 'R' Kids #1KY to give Kids 'R' Kids #1KY 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 Kids 'R' Kids #1KY and it's agents, any previous employers, 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 Kids 'R' Kids #1 KY may be terminated if my records check is not in compliance with State and Child Care Standards.

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Signature of Applicant

Date

Thank you for completing Part 1 of the Application of Employment. Please complete the following and return your results to the receptionist.

Last Name

First Name

1. What is your philosophy in educating preschool children? \_\_\_\_\_  
\_\_\_\_\_
2. What is this centers Mission Statement? \_\_\_\_\_
3. Describe how you have or would handle discipline in your classroom. \_\_\_\_\_  
\_\_\_\_\_
4. When will you have to "Obtain a negative result from a Tuberculosis test by any medical professional?" \_\_\_\_\_  
\_\_\_\_\_
5. Describe how you have or would handle severe discipline problems. \_\_\_\_\_  
\_\_\_\_\_
6. Give some of the reasons why you would like to work with small children. (Do not use, "I love children") \_\_\_\_\_  
\_\_\_\_\_
7. How many pounds must you be able to lift to qualify for employment? \_\_\_\_\_
8. Explain to a parent that their child had a bad day. (i.e. They hit, kicked, ran around at nap, etc.) \_\_\_\_\_  
\_\_\_\_\_
9. What are the operating hours of this center? \_\_\_\_\_
10. What do you have to obtain in Frankfort, KY? \_\_\_\_\_
11. Have you ever filed an application or been employed here or at another Kids 'R' Kids and when ? \_\_\_\_\_
12. Describe in short phrases what your class did today for a daily report. \_\_\_\_\_  
\_\_\_\_\_
13. Excluding minor traffic violations (unless applying for a driving position) have you ever been convicted of a crime (including any guilty, no contest or similar pleas)?  
\_\_\_\_\_  
\_\_\_\_\_
14. Please list the names of any relatives or friends working at any Kids 'R' Kids. \_\_\_\_\_
15. Are you at least 18 years of age? \_\_\_\_\_
16. Would you be known to any employer, school or reference under another name? \_\_\_\_\_
17. If so, what name(s)? \_\_\_\_\_

Signature of Applicant

Date

*at Eagle Creek*

**APPLICATION INFORMATION**

Last Name	First Name	Middle	email address	Application Date
Street Address	City	State	Zip Code	Cell Phone #
Emergency Contact:		Emergency Telephone	Relationship	
Specify position you are applying for.				
<input type="checkbox"/> Director <input type="checkbox"/> Asst. Director <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Asst. Teacher <input type="checkbox"/> Cook <input type="checkbox"/> Van Driver <input type="checkbox"/> Substitute/Floater <input type="checkbox"/> Maintenance				
Place a number for the order of the age group you prefer to teach. (1=top priority)				
<input type="checkbox"/> 6 Weeks to 6 Months <input type="checkbox"/> 6 to 12 Months <input type="checkbox"/> 12 to 24 Months <input type="checkbox"/> 24 to 36 Months <input type="checkbox"/> 36 to 48 Months <input type="checkbox"/> 48 to 60 Months <input type="checkbox"/> School Age				
Salary Expected:	Employment Desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary			If hired, when could you start?
List the ages of any children that will attend Kids 'R' Kids? _____				

**PERSONAL REFERENCES**

Legal considerations require us to request that you not include your previous employer, minister, pastor or other religious person: also, do not list a relative, spouse, or significant other. Please complete 3 references and list the information that will enable us to contact them. If we cannot contact anyone that will vouch for your character and integrity, your application will not be processed.

Name	Address	City, State, Zip	Telephone	Occupation

**U. S. MILITARY SERVICE**

Branch	Date Entered	Date Discharged	Highest Rank	Type of Discharge	Are you a reservist?

**EDUCATION**

	Name	City/State	Years	Degree Earned	Major Area of Study
High School					
College					
Business/Vocational					
Other					

Are you current in First Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a current negative TB Result? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you current in CPR? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a current clean Background Check? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please list any other training certificates.

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT RECORD**

List each job held. Start with your present or last job. Include military service. Explain any gaps in the spaces provided.

Employer:	Address	City, State, Zip	Start Date:	End Date
Supervisor:	Job Title:	Phone Number	Starting Salary	Final Salary
Work Performed: _____ _____				
Reason for leaving:				

Employer:	Address	City, State, Zip	Start Date:	End Date
Supervisor:	Job Title:	Phone Number	Starting Salary	Final Salary
Work Performed: _____ _____				
Reason for leaving:				

Employer:	Address	City, State, Zip	Start Date:	End Date
Supervisor:	Job Title:	Phone Number	Starting Salary	Final Salary
Work Performed: _____ _____				
Reason for leaving:				

Employer:	Address	City, State, Zip	Start Date:	End Date
Supervisor:	Job Title:	Phone Number	Starting Salary	Final Salary
Work Performed: _____ _____				
Reason for leaving:				

Please explain any employment gaps. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional space: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_