LITTLE WONDERS LEARNING CENTER

EMPLOYMENT APPLICATION

Please print clearly and complete all applicable sections.

1. APPLICANT INFORMATION

Full Legal Name _____

Street Address _____

City, State, ZIP _____

Phone Number _____

Email Address _____

Application Date _____ **Date Available** _____

[ ] Are you at least 18 years old? Yes / No

[ ] Are you legally authorized to work in the United States? Yes / No

[ ] Do you have reliable transportation? Yes / No

[ ] Do you have a valid driver's license? Yes / No

2. POSITION DESIRED

Position Applying For _____

[ ] Lead Teacher [ ] Assistant Teacher [ ] Floater [ ] Cook / Kitchen

[ ] After-School Staff [ ] Administrative [ ] Other: _____

[ ] Full-Time [ ] Part-Time [ ] Temporary / Seasonal

Earliest Start Time _____ **Latest End Time** _____

Days Available:

[ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday

Schedule Limitations _____

Expected Pay _____

3. EDUCATION

School / Program	City / State	Diploma / Degree / Credential	Graduated?

[ ] High School / GED [ ] Associate Degree [ ] Bachelor's Degree [ ] Graduate Degree

Major / Field of Study _____

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EMPLOYMENT APPLICATION - EXPERIENCE

4. EMPLOYMENT HISTORY

List your two most recent employers, beginning with your current or most recent position.

Employer #1

Employer Name _____

Employer Address _____

Job Title _____ **Supervisor** _____

Phone Number _____ **Dates Employed** _____

Reason for Leaving _____

Main Duties and Responsibilities

_____

_____

_____

Employer #2

Employer Name _____

Employer Address _____

Job Title _____ **Supervisor** _____

Phone Number _____ **Dates Employed** _____

Reason for Leaving _____

Main Duties and Responsibilities

_____

_____

_____

5. CHILDCARE EXPERIENCE

Years in Childcare _____ **Years Teaching** _____

Age Groups You Have Worked With:

[ ] Infants [ ] Toddlers [ ] 2-Year-Olds [ ] 3K [ ] 4K [ ] School-Age

Briefly describe your childcare, teaching, or caregiving experience

_____

_____

_____

_____

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EMPLOYMENT APPLICATION - QUALIFICATIONS

6. CERTIFICATIONS & TRAINING

[ ] CPR Certified [ ] First Aid Certified [ ] CDA [ ] Early Childhood Credential

[ ] Associate Degree [ ] Bachelor's Degree [ ] Food Handler / ServSafe [ ] Other Training

Certification Details _____

Expiration Dates _____

7. SKILLS

[ ] Lesson Planning [ ] Classroom Management [ ] Behavior Guidance [ ] Parent Communication

[ ] Cleaning / Sanitizing [ ] Meal / Snack Service [ ] Early Literacy [ ] Arts & Crafts

Why would you like to work at Little Wonders Learning Center?

_____

_____

_____

_____

What do you believe is most important when caring for young children?

_____

_____

_____

_____

8. PROFESSIONAL REFERENCES

Name	Relationship	Phone Number	Email

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EMPLOYMENT APPLICATION - SCREENING & SIGNATURE

9. BACKGROUND & CHILDCARE ELIGIBILITY

Employment in a licensed childcare setting may require criminal background screening, fingerprinting, registry checks, health or TB documentation, and other records required by law or center policy.

Have you ever been convicted of, pled guilty or no contest to, or do you have pending charges for a criminal offense other than minor traffic violations?

[ ] Yes [ ] No

Have you ever had a substantiated finding involving child abuse, neglect, or exploitation?

[ ] Yes [ ] No

Have you ever been terminated or asked to resign from a childcare or school position because of misconduct or a safety concern?

[ ] Yes [ ] No

Are you willing to complete all required background checks, fingerprinting, health documentation, and training?

[ ] Yes [ ] No

If you answered Yes to any applicable question above, please explain

10. EMERGENCY CONTACT

Emergency Contact _____

Relationship _____ **Phone Number** _____

11. APPLICANT CERTIFICATION

I certify that the information I provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification from employment or termination if hired.

I authorize Little Wonders Learning Center to verify information contained in this application and to contact references, schools, and previous employers as permitted by law. I understand that required background checks or fingerprinting may require separate authorization.

I understand that this application is not a contract or guarantee of employment. If hired, I agree to follow all center policies, procedures, safety requirements, confidentiality rules, training requirements, and applicable childcare regulations.

Applicant Signature _____

Printed Name _____ **Date** _____

LITTLE WONDERS LEARNING CENTER

OFFICE USE ONLY

12. HIRING REVIEW

Application Received	
Interview Date / Time	
Interviewer	
Position Considered	
Pay Rate Offered	
Proposed Start Date	
Background Check	
Fingerprint / Registry	
Health / TB Documentation	
CPR / First Aid	
Orientation Required	
Hiring Decision	[ ] Hire [ ] Hold [ ] Decline
Notes	

Equal Employment Opportunity: Little Wonders Learning Center considers qualified applicants without unlawful discrimination and provides reasonable accommodations as required by applicable law.