

The Learning Center  
Manchester, South Windsor, Windsor

Application for Employment

Today's Date \_\_\_\_\_  
Applicant's name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Home phone \_\_\_\_\_ cell phone \_\_\_\_\_  
Email address \_\_\_\_\_  
Emergency contact person \_\_\_\_\_  
Relation \_\_\_\_\_ Daytime phone number \_\_\_\_\_

Education

High School \_\_\_\_\_  
College/other \_\_\_\_\_  
Degree held \_\_\_\_\_ Major \_\_\_\_\_  
Are you Head Teacher approved by the State of CT? \_\_\_\_\_  
CPR trained      yes \_\_\_ no \_\_\_      Expiration date \_\_\_\_\_  
First Aid trained      yes \_\_\_ no \_\_\_      Expiration date \_\_\_\_\_  
Medication trained      yes \_\_\_ no \_\_\_      Expiration date \_\_\_\_\_

Experience

Previous employment: \_\_\_\_\_ Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Previous employment: \_\_\_\_\_ Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

It is required by the CT Department of Public Health to submit a state and federal background check as well as a DCF background check for anyone working in childcare. Have you ever been convicted for any violation of any law? Yes \_\_\_ No \_\_\_  
If yes, please explain: \_\_\_\_\_  
Desired wage: \_\_\_\_\_ Date available to begin: \_\_\_\_\_  
Do you have your own transportation? \_\_\_\_\_  
Age group preference: \_\_\_\_\_  
Please answer the following questions regarding instances that are common in childcare settings:

Have you had experience developing curriculum? \_\_\_\_\_  
If yes, please tell us what you feel are the key components in developing a curriculum:

\_\_\_\_\_

What do you think is the most important element in working with children? \_\_\_\_\_

\_\_\_\_\_

If a Preschool child is being aggressive to another child how would you handle the situation? \_\_\_\_\_

\_\_\_\_\_

Someone that you have never met is picking up a child in your classroom. The person introduces himself as the child's father and attempts to leave with her. What should you do? \_\_\_\_\_

\_\_\_\_\_

You have noticed a teacher using strong language and too much physical contact with a child. What should you do? \_\_\_\_\_

\_\_\_\_\_

What are some signals that a child is ill? \_\_\_\_\_

\_\_\_\_\_

How do you think the center is affected when a teacher is out with an unscheduled absence? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Please attach resume and references with your completed application.