



99 Spring Street
Seattle, WA 98104

1211 Post Alley
Seattle, WA 98101

EMPLOYMENT APPLICATION

POSITION APPLYING FOR: _____

Application Instructions: Please complete every question in this application even if you have submitted a resume. Print all answers clearly. Incomplete or illegible applications will not be considered.

KIDSCENTRE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER BY BOTH POLICY AND PRACTICE AND COMPLIES WITH ALL FEDERAL AND STATE LAWS WHICH FORBID DISCRIMINATION

CONFIDENTIAL INFORMATION

NAME (LAST, FIRST, MIDDLE INITIAL)

ADDRESS (STREET, CITY, STATE, ZIP CODE)

HOME PHONE NUMBER

CELL PHONE NUMBER

BEST CONTACT NUMBER

EMAIL ADDRESS

DATE AVAILABLE TO BEGIN WORK: _____

TYPE OF WORK DESIRED (PLEASE CIRCLE ALL THAT APPLY)

FULL TIME TEACHER: ___ SUBSTITUTE TEACHER: ___ FLOATER TEACHER: ___

EXPECTED SALARY/WAGE: \$_____ PER HOUR \$_____ ANNUAL SALARY

DO YOU NEED INSURANCE BENEFITS? YES NO

List hours and days you are available to work:

	MON.	TUE.	WED.	THU.	FRI.	SAT.
FROM						
TO						

EDUCATION AND TRAINING

Attach a copy of all transcripts to this application.

Have you completed STARS 30-Hour Child Care Basic Course? YES NO

Are your Annual STARS Hours Current? YES NO

Do you have a CDA Credential? YES NO

Do you have an AA/BA/ or higher in Early Childhood Development? YES NO

If so describe: _____

Number of Units satisfactorily completed:

Early Childhood Education Units: # _____ Infant Toddler Units: # _____

Number of Units and Course Titles: _____

Are you currently CPR and First Aid Certified? YES NO

Please list any business machines you are capable of operating and any other special skills relevant to the position for which you are applying:

- Personal computer/laptop iPad
- Personal cellular phone
- Other _____

Please indicate the programs/software for which you have a working knowledge:

- Microsoft Excel Microsoft Word Microsoft PowerPoint
- Microsoft Publisher Outlook Email ProCare QuickBooks

Please list all other computer programs/software and/or database programs you are trained in:

Please list any skills, honors, hobbies, or interests that have a direct bearing on the job you are seeking. Identify languages, other than English, you can speak and understand. (You are not required to list any information that might reveal your race, religion, sex, or natural origin.)

EMPLOYMENT HISTORY

List all jobs, military services, verifiable volunteer work and self-employment in the USA, beginning with present or most recent employment; include any periods of unemployment greater than 1-month in duration.

NAME OF COMPANY ADDRESS CITY, STATE TELEPHONE NUMBER	DATE OF EMPLOYMENT (MONTH-YEAR)	RATE OF PAY
COMPANY: _____ STREET _____ CITY, STATE: _____ PHONE# _____	_____ FROM _____ TO _____	_____ STARTING PAY _____ ENDING PAY

JOB TITLE: _____ COMPANY WEBSITE: _____	HOURS PER WEEK _____ DAYS PER WEEK _____	HOURLY <input type="checkbox"/> YES <input type="checkbox"/> NO SALARY <input type="checkbox"/> YES <input type="checkbox"/> NO
COMPANY: _____ STREET _____ CITY, STATE: _____ PHONE# _____ JOB TITLE: _____ COMPANY WEBSITE: _____	FROM _____ TO _____ HOURS PER WEEK _____ DAYS PER WEEK _____	STARTING PAY _____ ENDING PAY _____ HOURLY <input type="checkbox"/> YES <input type="checkbox"/> NO SALARY <input type="checkbox"/> YES <input type="checkbox"/> NO
COMPANY: _____ STREET _____ CITY, STATE: _____ PHONE# _____ JOB TITLE: _____ COMPANY WEBSITE: _____	FROM _____ TO _____ HOURS PER WEEK _____ DAYS PER WEEK _____	STARTING PAY _____ ENDING PAY _____ HOURLY <input type="checkbox"/> YES <input type="checkbox"/> NO SALARY <input type="checkbox"/> YES <input type="checkbox"/> NO

Do you have any friends or relatives employed by KidsCentre, Inc.? YES NO

If yes, please provide names:

If hired, can you provide verification of your right to work in the U.S.A? YES NO

Are you 18 years of age or older? YES NO

Have you, since the age of 18, been convicted of a crime other than a traffic violation? Please exclude: 1) misdemeanor convictions for marijuana-related offenses more than two years old, 2) convictions that have been sealed, expunged, dismissed, or legally eradicated, 3) and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. A convictions is not an automatic bar to employment. Each case will be considered on its own merits. YES NO

If yes, please explain and state the charge, the court, the date of conviction and the disposition of

the case: _____

A conviction will not necessarily exclude you from employment. Each conviction will be judged on its own merits with respect to the time, circumstances, and seriousness

REFERENCES

Please list three persons that we can call for character reference. Do not list household members or relatives.

NAME	TELEPHONE & E-MAIL ADDRESS	RELATIONSHIP & YEARS KNOWN

Please list at least three persons that KidsCentre, Inc. may contact as an employment reference.

NAME COMPANY TITLE	ADDRESS	TELEPHONE & E-MAIL	RELATIONSHIP & YEARS KNOWN
Name: Company: Title:			
Name: Company: Title:			

Name:			
Company:			
Title:			
Name:			
Company:			
Title:			

APPLICATION VERIFICATION & RELEASE & AT-WILL STATEMENT

PLEASE READ CAREFULLY AND SIGN BELOW:

I hereby certify that all of the information contained in this application is complete and accurate to the best of my knowledge. I understand that, if employed, omissions or false or inaccurate statements on this application may result in dismissal. I hereby authorized all prior employers, references, schools, Social Security Administration, DMV, law enforcement agencies and investigative agencies to give KidsCentre, Inc., all information concerning my previous employment and pertinent information they may have, personal or otherwise, concerning my qualifications for the position applied for. I release all persons or entities from all liability for any damage that may result from furnishing information to KidsCentre, Inc. I also release KidsCentre, Inc. and all of its employees from all liability for any damage that may result from reliance on the information furnished. I understand and agree to undergo a drug test as a condition of employment, or continued employment, if requested by KidsCentre, Inc. If employed by KidsCentre, Inc., I agree to abide by its policies, rules and regulations. I understand and agree that my employment is at-will, and therefore, my employment and compensation can terminate, with or without cause, at any time, at my option or the option of KidsCentre, Inc. unless it is modified by a specific written employment contract for a special duration which is signed by an administrator of KidsCentre, Inc. This at-will employment relationship may not be modified by any oral or implied agreement.

PRINT FULL NAME:

SIGNATURE OF APPLICANT:

DATE
SIGNED ____/____/____

For Office Use Only

Check for all required documentation:

- Copy of Transcripts
- Copy of Permit
- Signature Last Page

All application components filled out. Missing information:

Application Complete: YES NO

Recommend for Interview: YES NO

Application Review Completed by: _____ Date: _____