

Noah's Ark Learning Center

100 Tippet Court
Sunbury, Ohio 43074
(740) 965-KIDS
Mandy Geyer, Owner

Application for Employment

Personal Information

Name _____ Date _____
 First M.I. Last

Present Address

 Street City State Zip

Telephone _____ Text? _____
 Home Cell Yes No Social Security #

Birth Date _____ Email address _____
 Month Day Year

Position Applied For _____ Salary Desired _____

Full-Time _____ Part-Time _____ Temporary _____

If Part-Time, list days, hours/week _____

Date Available for Employment _____

Class/Age Group Preferred _____
 1st Choice 2nd Choice

I am interested in driving the Noah's Ark bus _____ **furthering my education in childcare** _____

Are you willing to work overtime? Yes _____ No _____

Are you willing to attend after-hours staff meetings, if necessary? Yes _____ No _____

Are you willing to attend the required in-service training courses? Yes _____ No _____

Are you over 18 years of age? Yes _____ No _____

Since reaching age 18, have you ever been convicted of any criminal offence other than a minor traffic violation? Yes _____ No _____

If yes, please explain _____

May we contact your present employer for references? Yes _____ No _____

Employers have a legal duty with regard to each employee's safety. You, your fellow workers' and the children's safety is of utmost importance to Noah's Ark Learning Center. It is neither beneficial for you nor us to place you in a job where you have a higher risk of injury because of a physical or mental condition. As an Equal Opportunity Employer, we consider applicants for employment regardless of their disabilities; however, in addition to our own requirement, the Americans with Disabilities Act also requires us to make certain that each employee is capable of performing the essential functions of the job. Therefore, you must be honest with us in regard to your personal evaluation, as to your abilities to perform the essential functions as described in the job description. If you are unable to perform the essential functions of the job, we welcome you to discuss any needs for accommodations that would allow you to perform the job in accordance with the job description.

Are you able to perform all essential functions of the job for which you are applying with or without reasonable accommodation? Yes____No____

If no, please explain_____

Physical Record

List any physical defects_____

Ever injured? _____ Give details_____

General physical condition _____ Vision _____ Speech _____ Hearing_____

Heath conditions being treated_____

In case of emergency please notify _____

Name Relationship

_____ Address Phone

Please list personal references (not relatives or employers) who are acquainted with your work history and you have known at least one year.

1. _____
 Name Address Phone # Relationship Years Known

2. _____
 Name Address Phone # Relationship Years Known

3. _____
 Name Address Phone # Relationship Years Known

Education

Name and Address	Circle Last Year Completed	Did You Graduate?	Diploma/Degree Year Earned
High School _____	1 2 3 4	Yes___No___	_____
College _____	1 2 3 4	Yes___No___	_____
College Major _____	Degree obtained _____		
Future Plans _____			
Professional License/Certifications _____			
<input type="checkbox"/> CPR <input type="checkbox"/> 1 st Aid <input type="checkbox"/> Child Abuse <input type="checkbox"/> Communicable Disease <input type="checkbox"/> Child Development <input type="checkbox"/> STUQ			

Work Experience

Please list employment record with your most recent employer first.

Employer	Dates (Mo/Yr) From _____ To _____	Work Performed
Address		
Job Title		Hourly/Salary Start _____ Final _____
Supervisor & Telephone #		
Reason for Leaving		

Employer	Dates (Mo/Yr) From _____ To _____	Work Performed
Address		
Job Title		Hourly/Salary Start _____ Final _____
Supervisor & Telephone #		
Reason for Leaving		

Employer	Dates (Mo/Yr) From _____ To _____	Work Performed
Address		
Job Title		Hourly/Salary Start _____ Final _____
Supervisor & Telephone #		
Reason for Leaving		

Special Skills – Are there any experience/special skills you feel would qualify you to work in child care?

General Questions

1. Why have you chosen childcare as your career?

2. What strengths will you bring to the childcare classroom?

3. What work ethics are important to you and why?

4. What type of role do you see yourself in in the future?

5. Since we are a Christian facility, please state how you would incorporate your relationship with God into the classroom?

I learned about the employment opportunities at Noah's Ark Learning Center from:

Friend _____ Employee _____ School _____ Other _____

Applicant Agreement

I understand that any false answers or statements made by me on this application, or any false statements made to the administrative staff during the interview process, will be sufficient grounds for non-employment and/or immediate discharge, regardless of when discovered.

I understand that Noah's Ark Learning Center will complete a thorough investigation of my past employment history and work ethic. I authorize the giving and receiving of any such information requested by this Center (including criminal background information and drug abuse history) and hereby release all former employers of any liability for any information they provide.

I understand and voluntarily agree that if hired, I will complete all educational courses required by Noah's Ark Learning Center and the Ohio Department of Job and Family Services. Failure to complete such courses, when required, may result in my immediate dismissal.

I also understand that my employment is subject to the completion of a medical evaluation, which includes a physical from my own doctor, at my own expense. This medical evaluation must be completed after an offer of employment has been extended to you and completed before the first day of work.

I understand that I am required to have a criminal background check and that I must complete a background check request for Job and Family Services before beginning employment.

I understand and agree that in the performance of my duties as an employee of Noah's Ark Learning Center, I must hold in confidence any and all information that I come in contact with regarding my employer, its business and/or any family/child information.

In consideration of my employment, I agree to follow all the rules and regulations governed by the Ohio Department of Job and Family Services as well as the policies and procedures of Noah's Ark Learning Center. I understand that my employment can be terminated with or without cause, at any time at the discretion of the employer.

Applicant Signature _____ Date_____