KinderKottage Christian Academy, LLC

Private School & Daycare Program Employment Application

**Section 1**

Date of Application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicants Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License Number and State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Preference (Please Circle): Full Time (30+ hours per week) Part Time (Less than 25 hours per)

What Position Are You Applying For (Please Circle):

Faculty: Classroom Teacher\_\_\_\_\_\_\_(Age/Grade) Assistant Teacher\_\_\_\_\_\_(Age/Grade)

Support: Receptionist Food Prep/Cook Substitute Before/After Care

What Are Your Wage Requirements (Don’t Leave Blank): $\_\_\_\_\_\_\_\_\_\_.\_\_\_\_\_\_/annual **OR** $\_\_\_\_\_\_\_\_\_\_.\_\_\_\_\_\_/hourly

Please Complete Your Educational Experience Below:

|  |  |  |  |
| --- | --- | --- | --- |
| High School: | City/State: | Major/Degree | Graduate: Y/NWhen: |
| College: | City/State: | Major/Degree | Graduate: Y/NWhen: |
| College: | City/State | Major/Degree | Graduate: Y/NWhen: |
| Vocational/Tech: | City/State | Major/Degree | Graduate: Y/NWhen: |

 Educational Certifications/Honors/Awards: (Please include the dates when received)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2**

Please List All Classroom and Non-Classroom Teaching Experience Beginning With The Most Recent:

(Please include periods of unemployment)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | City/State: | Last Position Held: | Dates Employed: |
| Supervisor Name & Phone Number: | Starting Pay Rate: | Reason For Leaving: | Ending Pay Rate: |
| Employer: | City/State | Last Position Held: | Dates Employed: |
| Supervisor name & Phone Number: | Starting Pay Rate: | Reason For Leaving: | Ending Pay Rate: |
| Employer: | City/State: | Last Position Held: | Dates Employed: |
| Supervisor Name & Phone Number: | Starting Pay Rate: | Reason For Leaving: | Ending Pay Rate: |

Please List Four Professional References Who Are Familiar With Your Work Ethic and Character (Not To Include Family):

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3**

Have you ever been convicted of felony? Y/N

 If yes, explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been charged with, pleaded guilty, convicted or involved in a Child Abuse/Neglect Investigation: Y/N

 If yes, explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been charged with, pleaded guilty or convicted of Possession/Sale/Distribution of an Illegal Substance: Y/N

 If yes, explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been charged with, pleaded guilty or convicted of Driving While Under the Influence of Alcohol or an Illegal/Legal Substance: Y/N

 If yes, explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a legal citizen of the United States of America: Y/N

Are you able to lift, stoop, kneel, stand/sit for long periods of time and pick-up to 30lbs repetitiously? Y/N

Are you currently taking any medically prescribed medications: Y/N Do you have reliable transportation: Y/N

Our school conducts random drug testing throughout the year and is a requirement for continued employment. Do you understand that if offered a position with KinderKottage Christian Academy , LLC (KKCA) in order for your employment to remain in good standing all drug test results must come back negative? Employment will immediately be terminated with KKCA in the event of a positive result. Do you understand these requirements to remain employed and the consequence there of? Y/N

Our school conducts random criminal history investigations throughout the year and is a requirement for continued employment. Do you understand that if offered a position with KinderKottage Christian Academy, LLC that in order for your employment to remain in good standing all criminal investigation results must come back clear of any criminal charges, sexual misconduct, violent crimes, drug possession/sale/distribution, child neglect and abuse, robbery etc. ? Employment will immediately be terminated with KKCA in the event of finding any of the above stated criminal activity during a personal criminal history investigation. Do you understand these requirements to remain employed and the consequences there of? Y/N

In addition to the above listed requirements to remain employed with KKCA, each teacher is required to complete 20 clock hours of annual training at the Director’s and employees discretion. These hours can be completed via the internet, seminar, reading materials, workshop, dvd/video or through a higher education setting. The inability to maintain 20 clock hours of annual training will result in termination. This is an OKDHS and KKCA Company employee requirement. Do you understand these requirements to remain employed and the consequence there of? Y/N

In addition to regularly assigned duties, an employee of KKCA is expected to collaboratively promote the school in a positive manner by assisting with community outreach, volunteer activities and needs within the school that are outside of your role in a classroom. Are you prepared and willing to reasonably volunteer extra time and talent to the overall success and promotion of the school? Y/N

**Section 4 (Please answer the following)**

**1). What are the qualities of an excellent school?**

**2). What impression would you hope to leave with a visitor of the school?**

**3). How would you contribute to the overall success of our school?**

**4). If you could change one thing in the world, what would it be?**

**5). Tell us how you can help to make that change happen (that you listed in line 4)?**

**Section 5**

**Submit copies of applicant Social Security Card, Driver’s License, Resume, Training Certifications, CPR/First Aid Certification, High School Transcripts, College Transcripts, Degree, Teaching Certifications, etc to be included with your application for employment.**

**Section 6**

**Have you completed all sections of this employment application and answered to best of your knowledge?**

**Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**