

K-STATE CHILD DEVELOPMENT CENTER

EMPLOYMENT APPLICATION

The Center is open every day that the University **offices** are open. We are only closed the 7 holidays and one week during Winter Break. Please understand that you are expected to work all days we are open (including Spring Break). Leave time is granted if an appropriate sub can be found.

Name: _____ Wildcat ID #: _____

Home Address: _____ Phone # _____

Date of application: _____ E-mail Address _____

The position I am applying for _____

Would you be interested in other open positions at the Center (may include office, food service or classroom)?
Yes _____ No _____

I am applying to work: Spring 2013 _____ Summer 2013 _____ Fall 2013 _____ Spring 2014 _____

Are you eligible for work-study? Yes _____ No _____

What is your major? _____ Classification F S Jr Sr G
(circle one)

The Center is open 7am – 6pm.

Times Available to work between these hours:

Monday: _____

Thursday: _____

Tuesday: _____

Friday: _____

Wednesday: _____

EDUCATION

High School Diploma or GED: yes ___ no ___ Certified in First Aid? ___ CPR? ___
Current physical _____(1 year) TB _____(2 years)

COLLEGE, BUSINESS OR VO-TECH SCHOOLS

Name & Location	Dates attended	Degree	Special Skills
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1.

2.

3.

Please answer the following questions:

1. Are you legally eligible for employment in the United States?
2. Other than your classes, do you have other schedule needs (other jobs, etc) we would need to take into consideration in hiring or scheduling you for work?

3. This position requires good attendance. What do you consider a legitimate reason for missing work? For being late?
4. Have you ever been convicted of a felony or misdemeanor against persons (abuse, neglect, murder, rape) or substance abuse at the felony level?
5. Describe your past experiences with children (work or volunteer).
6. Describe your responsibilities in your last job.
7. Have you worked with adults before? What type of work situation?
8. What aspects of work you have done in the past do you like best? Least?
9. What supervisory responsibilities have you had?

WORK EXPERIENCE

List present and past work experience beginning with the most recent. Resume may not be substituted for employment history.

Employer: _____ Job Title: _____

Address: _____ Began _____ Ended _____

Type of business: _____

Hours per week: _____ Reason for leaving: _____

Duties:

Number of people supervised: _____ for _____ years.

Employer: _____ Job Title: _____

Address: _____ Began _____ Ended _____

Type of business: _____

Hours per week: _____ Reason for leaving: _____

Duties:

Number of people supervised: _____ for _____ years.

Employer: _____ Job Title: _____

Address: _____ Began _____ Ended _____

Type of business: _____

Hours per week: _____ Reason for leaving: _____

Duties:

Number of people supervised: _____ for _____ years.

REFERENCES

Please list the names of three people who are not related to you; preferably one former employer, one teacher and one person from the community.

Name	Address	Occupation	Phone #
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1.

2.

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To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to KSU Child Development Center to contact each of my former employers listed above concerning my qualifications for employment. Permission is also granted to each of my former employers to give KSU Child Development Center information they may have with respect to my work experience with them.

Name

Date

NOTICE OF NONDISCRIMINATION

The KSU Child Development Center is committed to a policy of nondiscrimination on the basis of race, sex, national origin, handicap, or other non merit reasons, in admissions, educational programs or activities, and employment, all as required by applicable laws and regulations.