**JOB APPLICATION**

**WITTLE LIZZIE CHILDCARE CENTER**

**505. North James St. Rome, N.Y. 13440**

**315-725-9255**

Wittle Lizzie Childcare Center is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all the sections below:

**Applicant Information:**

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State, and Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Employment Position:**

\*Must be 18 years of age to apply\*

Position(s) applying for:

**NON-ROVER POSITIONS:** Teachers (Certified with associate’s degree), Kitchen Main Cook (PM Shift), Janitorial Staff.

**ROVER (**Teacher’s Assistant, Kitchen Assistant, Busing Attendant)

How did you hear about this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What days are you available for work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What hours or shift are you available for work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If needed, are you available to work overtime? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On what date can you start working if you are hired?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal Information:**

Are you 18 Years of age or older? Yes No

Are you a U.S. Citizen or approved to work in the United States Yes No

Will you consent to a mandatory controlled substance test? Yes No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? That would prevent you from passing a SCR clearance. If yes, please state the nature of the crime(s), when and where you were convicted and the disposition of the case:

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

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**Job Skills/Qualifications:**

**All Employees:** Per NYS all employees may not have their cellphones in their possession except for 15-minute breaks and lunches. We will have a lockbox upstairs in the office specifically for this reason. We will have a main phone line for the facility and all calls will be able to go through there and into your classroom. Please make sure your family has this number in case of emergencies.

**Rover:**

**\*Rover:** An employee that will be moved from position to position based on facility needs. Our rover position includes busing attendant, kitchen attendant, and classroom attendant. Example, Classroom Attendant to Busing Attendant etc.

**Busing Attendant:**

You will be responsible for keeping track of the entire bus schedule. Getting the children on and off the correct bus in a timely manner. You will also be responsible for getting them to their correct classrooms quietly and efficiently. You will need to keep up to date on your training.

**Kitchen Attendant:** You will be responsible for assisting the Main Kitchen Cook in the preparation of food, stocking, and cleaning the kitchen. You will be delivering the food to the different classrooms and collecting the food trays once done. All plates and silverware will be color coded to match the specific classroom. You will need to keep up to date on your training.

**Classroom Assistant:** You must have a High School Diploma or an equal equivalent and one years’ experience working with children under 13. Or Two years directly working with children under 13 years old. You must keep up to date with your training. You will be responsible for helping the classroom teacher with the daily tasks of running the classroom. There will be a pre-planned activity schedule to follow. You will need to help the teacher supervise the children at all times. Diapering and clean up of the children depending on the age group. Stocking the diapers, wipes, and diaper cream etc. The cleaning and daily upkeep of the classroom throughout the day. Advising the office secretary if you need any supplies ordered or if anything is broken and needs to be replaced. Preparing the children to leave at the end of the day. EX: making sure they have their socks, shoes, and jackets on.

**NON-ROVER POSITION’S**

**Classroom Teachers:** You must be certified, with an associate’s degree. You will be responsible for always keeping an eye on the children to ensure their safety. Filling out the daily health checks upon the arrival of each child. There will be a pre-planned schedule for the day you must follow to keep things running smoothly. You will be responsible for diapering and cleaning up the children in your classroom based on the age group. Stocking the diapers, wipes, diaper creams etc. You will be responsible for snack time, keeping in mind the food allergies in your classroom. Keeping water readily available and the children having their individually labeled cups. You will be responsible for cleaning these cups for the next day. Cleaning and the upkeep of the classroom during the day to keep things safe and working efficiently. Preparing the children to leave for the day for example: making sure they have socks, shoes and a jacket on etc. You must know the evacuation plan, shelter in place must be done twice a year I recommend monthly. Fire safety plans. **Fire Safety must be practiced monthly**. If an incident occurs you will need to fill out an incident report and notify both the director and the child’s parent, parents or guardians immediately. If a child is sick the director is to be contacted to call the parents. The child will then be relocated into the sick room with an assistant on hand until the child is picked up. All Children must play outside a minimum of 15 minutes per day depending on the weather. The director must be notified ahead of time. If a child cannot go outside ex. Does not have a parent’s permission to go outside you must speak with director to make other arrangements for that child. You will have to notify the office secretary if you need any supplies ordered or if anything in the classroom has broken and needs to be replaced. If there are any broken toys in the classroom, they must be removed, brought up to the secretary’s office to either be disposed of, fixed or replaced.

**Kitchen Main Cook (Afternoon Shift):** You will be responsible for writing your grocery/supply order weekly and getting it to the office secretary for her to place. Accepting the various deliveries. Milk delivery will be twice a week, Bread delivery will be daily. Stocking the kitchen, making sure no food is stored on the floor level. Preparing all meals, breakfast, lunch, dinner. You must be aware of all food allergies in the facility. All plates and silverware will be color coded to match the specific classroom. Teachers will be responsible for the snacks in their classrooms. Handwashing/Dishwashing the dishes, cleaning the kitchen to ensure a clean work environment and no cross contamination. You will be responsible for talking to the Department of Health when they come for their annual inspections. You will need to keep up to date on your training.

**Janitorial Staff:** You will be responsible for cleaning each room in the facility. Wiping down tables and chairs, doors, windows and walls daily upstairs and downstairs. Wiping down the gym area ex: play equipment daily. Sweeping, moping and vacuuming, rooms, hallways, stairs, kitchen, and both the downstairs and upstairs gym area daily. Taking the trash out daily and putting new bags in the bins upstairs and downstairs. Wash and drying all the linens then stocking them back in the correct rooms. You will need to keep the Janitor door closed and always locked. You will need to notify the office secretary if you need any supplies ordered or to advise them if any items are cracked or broken so it can be fixed immediately for the safety of the children and the staff.

**Please list below the skills and qualifications you possess for the position which you are applying for:**

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(Note: Wittle Lizzie Childcare Center complies with the ADA and considers reasonable accommodation measures that may be necessary for applicants/employees to perform essential functions.)

**Education and Training:**

High School

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location (City, State) | Year Graduated | Degree Earned |
|  |  |  |  |

College/University

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location (City, State) | Year Graduated | Degree Earned |
|  |  |  |  |

Vocational School/Specialized Training

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location (City, State) | Year Graduated | Degree Earned |
|  |  |  |  |

**Military:**

Are you a member of the Armed Services? Yes No

Are you a military veteran? Yes No

Were you honorably discharged? Yes No

**Previous Employment:**

**Employer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Employed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Employed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Employed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References:**

Please provide 3 personal and professional reference(s) below that are able to verify your job experience with children:

|  |  |
| --- | --- |
| Reference | Contact Information |
|  |  |
|  |  |
|  |  |

**At-Will Employment:**

The relationship between you and the Wittle Lizzie Childcare Center is referred to as “employment at will”. This means that your employment can be terminated at any time for any reason, with or without cause, with or without any notice, by you or the Wittle Lizzie Childcare Center. No representative of Wittle Lizzie Childcare Center has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will” and that you acknowledge that no oral or written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company’s President.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_