



ITHACA COMMUNITY CHILDCARE CENTER'S EMPLOYMENT APPLICATION



Please complete entire application even if resume is attached
If you need additional space, use back of application or attached a supplemental sheet

No person shall be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age or handicap. Employment is contingent upon furnishing evidence of identity and employment eligibility.

GENERAL INFORMATION

FULL NAME:	CURRENT ADDRESS:		
EMAIL:	PHONE NUMBER: Home Cell Work (Select One)		
Are you legally eligible to work in the United States? (proof of citizenship or immigration status will be required upon employment)	YES	NO	
Are you 18 years of age or older?	YES	NO	
If not 18 years of age or older, can you supply working papers?	YES	NO	
Have you ever been convicted of any criminal offense other than minor traffic violations? A criminal conviction will be considered only in relation to the job for which you are applying. Seriousness and nature of the offense, time elapsed and rehabilitation will be taken into account. NO PERSON MAY BE A STAFF MEMBER OF A DAYCARE CENTER WHO HAS BEEN CONVICTED OF A CRIME AGAINST CHILDREN	YES	NO	
Do you have an indicated report of child abuse, maltreatment or neglect?	YES	NO	

SOURCE OF REFERRAL

Self	School	State Employment Office	Community Agency	Recruited by IC3	Other: _____
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TYPE OF POSITION DESIRED

Teacher	Classroom Assistant/ Counselor	Administration/Supervisor	Support Services <small>(food, cleaning, maintenance)</small>
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Please Specify: _____

DATE AVAILABLE: / /	HOURLY WAGE DESIRED: \$	ARE YOU SEEKING: Full-Time Part-Time Temp.	SPECIFY DESIRED PERIOD OF WORK AND/ OR HOURS PER DAY:
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Please describe your specific job interests which pertain to employment at IC3

EMPLOYMENT RECORD

(List most recent employment first and attach resume if available)

Start Date	End Date	Employer Name & Address	Final Position Title
Start Salary	End Salary	Last Supervisor's Name Phone	Initial Position Title
Position Description		Reason For Leaving	May we contact this employer YES NO

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EDUCATION AND TRAINING

College University or Technical Social	Type of Degree or Diploma	Years Attended	Major Area of Study	
Graduated YES NO	Name of School		City	State

College University or Technical Social	Type of Degree or Diploma	Years Attended	Major Area of Study	
Graduated YES NO	Name of School		City	State

High School	Type of Degree or Diploma	Years Attended	Major Area of Study	
Graduated YES NO	Name of School		City	State

Other	Type of Degree or Diploma	Years Attended	Major Area of Study	
Graduated YES NO	Name of School		City	State

List other skills and training you consider relevant to employment at Ithaca Community Childcare Center

List any professional organizations, associations, honors, certifications, professional licenses and publications you consider significant. Please indicate the professional license number and state of issuance

PROFESSIONAL REFERENCES

List 3 persons, other than relatives or personal friends, who have knowledge of your work and/or Education

	Reference 1	Reference 2	Reference 3
Name			
Phone			
Email Address			
Mailing Address			

STATEMENT

I hereby authorize investigation of all statements in this application including references. I certify that such statements are true and understand that misrepresentation or omission of facts called for in this form is cause for termination of employment without notice. I also agree, if employed, to abide by all regulations of Ithaca Community Childcare Center.

Signature: _____ Date: _____

QUESTIONNAIRE

Name:

Date:

What attracted you to our Center?

What age group(s) would you prefer to work with? (Check all that apply)
1 = most preferred 4 = least preferred

Infants (8 weeks - 18 months)	1	2	3	4
Toddlers (18 months - 3 years)	1	2	3	4
Pre-K (3 years - 5 years)	1	2	3	4
School Age (K - 5th grade)	1	2	3	4

What are your expectations/goals for this job?

Do you have any particular skills or talents that you'd like to utilize at IC3?
Such as music, dance, arts, languages, etc.? Please explain

Have you worked with children before?

YES

NO

If YES, please answer questions below:

Briefly describe your experience. (Setting, situation, etc.)

What did you enjoy about this experience?

What did you find most difficult about this experience?

What age children have you worked with?

Is there anything else you would like to add?

What hours are you available? IC3's hours of operation are 7:30am—5:30pm

Mondays:

Tuesdays:

Wednesday:

Thursdays:

Fridays:

