



BELOW LISTS THE QUALITIES THAT WE LOOK FOR DURING THE HIRING PROCESS AND EVALUATE WHILE THE STAFF MEMBER IS WORKING ON THE FLOOR.

- FLEXIBLE
- CLEAN
- SENSE OF HUMOR, PLAYFUL
- ENCOURAGES CULTURAL DIVERSITY
- EMPATHETIC / NURTURING
- COMMON SENSE
- MOTIVATED
- GOOD WORK ETHIC
- PUNCTUAL
- OPEN TO NEW IDEAS, WILLING TO GIVE AN IDEA A CHANCE
- PERSONABLE, WARM, FRIENDLY
- GOOD OBSERVER
- PROBLEM SOLVER
- PATIENT
- FOCUSED WITHOUT HAVING TUNNEL VISION
- EMOTIONALLY RESILIENT TO ADVERSARIAL CIRCUMSTANCES
- ABLE TO ACT INDEPENDENTLY WHILE RESEPECTIN AUTHORITY
- ENTHUSIASTIC
- MATURE
- CALM
- TEAM PLAYER
- ABLE TO SEE FROM THE CHILD'S PERSPECTIVE
- GOOD WORK HABITS
- ATTENTIVE
- SHOW INITIATIVE
- STRIVE TO IMPROVE ONE'S KNOWLEDGE OF EARLY CHIDHOOD DEVELOPMENT
- ALWAYS DOES "WHAT IS BEST FOR THE CHILD"



# APPLICATION FOR EMPLOYMENT

Submit this completed application and a copy of your resume to:  
KinderClub Learning Center TOO, LLC.  
5102 State HWY 359., #700  
Laredo, TX 78043  
956-701-3568

This application is not an employment contract, but it is limited to evaluate suitability for employment. KinderClub Learning Center is an equal opportunity employer, without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state and federal law. KinderClub Learning Center reserves the right to conduct pre-employment screening before a job offer is made. If an offer is made, employment may contingent upon successful completion of a medical examination, which may include providing body substance samples.

## PERSONAL INFORMATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

PRESENT ADDRESS: \_\_\_\_\_  
Street City State Zip

LENGTH OF TIME AT THIS ADDRESS: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

D.O.B: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ Are you 18 years or older? \_\_\_ yes \_\_\_ No

REFERRED BY: \_\_\_\_\_

## EMPLOYMENT DESIRED

POSITION APPLYING FOR:  
TEACHER \_\_\_\_\_ TEACHER AIDE \_\_\_\_\_ SUBSTITUTE \_\_\_\_\_ SUPPORT STAFF \_\_\_\_\_

PREFERRED AGE GROUP(S): INFANTS \_\_\_\_\_ TODDLERS \_\_\_\_\_ PRESCHOOL \_\_\_\_\_ PRIMARY \_\_\_\_\_

WHEN CAN YOU START? \_\_\_\_\_ SALARY DESIRED: \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

**KINDERCLUB IS OPENED FROM 7:15AM TO 6:30PM, MONDAY- FRIDAY (Saturdays if needed)**

Are you interested in: FULL TIME \_\_\_\_\_ OR PART-TIME \_\_\_\_\_ (please check)

Please indicate your willingness to work:

OPENING \_\_\_\_\_ MORNING \_\_\_\_\_ AFTERNOON \_\_\_\_\_ CLOSING \_\_\_\_\_

Will you be willing to work overtime when necessary? \_\_\_\_\_

Please list below the hours you are available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						Closed

## CERTIFICATION

DO YOU POSSES A VALID TEACHING CERTIFICATE? \_\_\_\_\_ \*\*Please attach a copy of your certificate.



Type of School	Name of School	# of years attended	Did you graduate?	Subjects Studied/Degree Obtained
High School				
College/University				
Other- Special Schools, Education and Training				

CERTIFICATE #: \_\_\_\_\_ RENEWAL DATE: \_\_\_\_\_ STATE: \_\_\_\_\_

IN WHAT AREAS ARE YOU CERTIFIED TO TEACH? \_\_\_\_\_

Total years experience teaching or childcare: \_\_\_\_\_ Grade Level(s) taught: \_\_\_\_\_

**EDUCATION**

List any licenses, certificates, trainings, or professional achievements that would support your application.

VOLUNTEER WORK: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Month/Year	Name and Address of Employer	Position	Salary	Reason for Leaving	Phone Number

**REFERENCES**

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST 5 YEARS.

Name	Address	Business	Yrs Acquainted	Phone Number



<b>PHYSICAL RECORD</b>	Do you have any physical condition, which may limit your ability to perform the job for which you are being considered?
Yes___ No___ If yes explain: _____ _____	
IN CASE OF EMERGENCY NOTIFY: _____	
Name	Address
	Phone

Have you ever been arrested or convicted of a crime? \_\_\_yes \_\_\_no  
 if yes  
 explain: \_\_\_\_\_

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZED INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ANY INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THAN MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE ALL PARTIE4DS FORM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**For office only:**

INTERVIEWED BY: \_\_\_\_\_ HIRED? \_\_\_\_\_ POSITON: \_\_\_\_\_ SALARY: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ DATE TERMINATED: \_\_\_\_\_

RESPONSIBILITIES: \_\_\_\_\_