

Ashland Children's Garden Employment Application—Teaching Staff

Employee Information

| | | |
|---|--------------------------|-------------------------------|
| | | |
| <i>First Name</i> | <i>Middle Name</i> | <i>Last Name</i> |
| | | / / |
| <i>Former names used</i> | | <i>Date of Birth</i> |
| | | |
| <i>How did you hear about this job?</i> | | <i>Referred by:</i> |
| | () - | () - |
| <i>Email address</i> | <i>Best Phone Number</i> | <i>Alternate phone number</i> |
| <i>Street Address</i> | | |
| | | |
| <i>City</i> | <i>State</i> | <i>Zip Code</i> |

Information for Background Screenings

All employees working in child care settings are required to undergo a background screening through the Missouri Family Care and Safety Registry (FCSR). Before your interview, we will check if you are already on this registry, and if not we will send you instructions for enrollment. After your interview, we will run your background check. Missouri licensing requirements state all employees must have a background check on file within 30 days of employment, but in general we require the background check to be on file before training.

Please be honest and open about your past. The answers to the following questions will NOT necessarily disqualify you from employment. At Ashland Children's Garden, we know that people grow and learn throughout their lives, so the only offenses that will automatically disqualify you from employment are violent offenses, crimes against children, and dishonesty in this section of the application.

| | | |
|--|--|---|
| - - | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No <input type="checkbox"/> Yes, convicted <input type="checkbox"/> Yes, pled no contest |
| <i>1. Social Security Number</i> | <i>2. Registered for FCSR?</i> | <i>3. Ever convicted or pled no contest to a non-traffic related offense?</i> |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes, but allegations were determined to be unfounded |
| <i>4. Ever been the subject of an investigation into child abuse or neglect?</i> | | |
| <i>If you answered yes to questions 3 or 4, please explain below. Remember, we consider honesty the best policy:</i> | | |
| | | |

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Work History and Experience

Please answer the following questions about your work history and experience. Please answer in order from most to least recent. Feel free to attach additional sheets as needed. You may attach a resume instead of the "job title" and "job description" sections.

| | | | |
|---|--|--|-----------------|
| | | | |
| <i>Previous Employer Name</i> | | <i>Manager/Supervisor</i> | |
| () - | | () - | |
| <i>Manager/Supervisor email address</i> | | <i>Manager/Supervisor Phone Number</i> | |
| , | | , | |
| <i>Street Address</i> | | <i>City, State</i> | <i>Zip Code</i> |
| <i>Job Title</i> | | | |
| - | | | |
| <i>Dates</i> | | | |
| <i>Job Description</i> | | | |
| | | | |
| <i>Previous Employer Name</i> | | <i>Manager/Supervisor</i> | |
| () - | | () - | |
| <i>Manager/Supervisor email address</i> | | <i>Manager/Supervisor Phone Number</i> | |
| , | | , | |
| <i>Street Address</i> | | <i>City, State</i> | <i>Zip Code</i> |
| <i>Job Title</i> | | | |
| - | | | |
| <i>Dates</i> | | | |
| <i>Job Description</i> | | | |
| | | | |
| <i>Previous Employer Name</i> | | <i>Manager/Supervisor</i> | |
| () - | | () - | |
| <i>Manager/Supervisor email address</i> | | <i>Manager/Supervisor Phone Number</i> | |
| , | | , | |
| <i>Street Address</i> | | <i>City, State</i> | <i>Zip Code</i> |
| <i>Job Title</i> | | | |
| - | | | |
| <i>Dates</i> | | | |
| <i>Job Description</i> | | | |

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Education

Please answer the following questions about your education. Please answer in order from most to least recent. Feel free to attach additional sheets as needed. You may attach a resume instead if you desire.

| | | |
|--|--------------------|---------------|
| | - | |
| <i>School Attended</i> | <i>Dates</i> | |
| | , | |
| | <i>City, State</i> | |
| | | |
| <i>Degree Program/Classes Taken</i> | <i>Average GPA</i> | <i>Honors</i> |
| | - | |
| <i>School Attended</i> | <i>Dates</i> | |
| | , | |
| | <i>City, State</i> | |
| | | |
| <i>Degree Program/Classes Taken</i> | <i>Average GPA</i> | <i>Honors</i> |
| <i>Are you interested in starting/continuing your education?</i> | | |
| <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Yes, I want a CDA</i> <input type="checkbox"/> <i>Yes, I want an education/child related degree</i> <input type="checkbox"/> <i>Yes, other (describe below)</i> | | |
| <i>If yes, please describe your educational goals for the future:</i> | | |

References

Please give information for at least two references not related to you, who can speak to your work experience or experience with children. You may include more references or letters of reference if you wish. We WILL contact these references, so be sure the information is current.

| | | |
|--------------------------------|-------------------------------|--|
| | | |
| <i>Reference Name</i> | <i>How they know you</i> | |
| | () - | |
| <i>Reference email address</i> | <i>Reference Phone Number</i> | |
| | , | |
| | <i>City, State</i> | |
| | <i>Zip Code</i> | |
| | | |
| <i>Reference Name</i> | <i>How they know you</i> | |
| | () - | |
| <i>Reference email address</i> | <i>Reference Phone Number</i> | |
| | , | |
| | <i>City, State</i> | |
| | <i>Zip Code</i> | |
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| <i>Reference Name</i> | <i>How they know you</i> | |
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| <i>Reference email address</i> | <i>Reference Phone Number</i> | |
| | , | |
| <i>Street Address</i> | <i>City, State</i> | <i>Zip Code</i> |

Other Relevant Experience

Please describe any other relevant work experience here. You may also use this section to give more details about a job listed above.

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Personal Statement

In the space below, please tell us why you are interested in this job. We have left plenty of room for people who choose to hand-write these answers, but please write as much or as little as you feel is necessary to answer the question! If you run out of space feel free to attach additional sheets.

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