



Employment Application

St Christopher’s Crescent, Brown’s Town
 Lime: 917-6293 Digicel: 474-7284
 Kinderscholaredu@gmail.com

Office Use Only			
Date Received: _____	Attempted Contact: _____		
Interview Date: _____	Hire Date: _____	Declined Date: _____	

Full Name: _____ Phone: _____
 Address: _____
 Email: _____

Dear KinderAcademy Applicant:

Thank you for choosing KinderAcademy in your career path. We are dedicated to hiring top professionals who are energetic, motivated, and possess integrity. KinderAcademy is an **Equal Opportunity Employer**. *Applicants must show they understand and are able to meet the following Requirements for Employment which are regular policy here at KinderAcademy by initialing each item below.*

Requirements for Employment (Please initial if applicable to you)

____ Is a High School Graduate .	____ Will maintain a Professional appearance and conduct
____ Applicant must provide a copy of their driver’s license or identification card and TRN Card or birth certificate.	____ Has the ability to meet all job requirements which might vary.
____ Applicant is able to write and speak fluent English.	____ All hired employees are subject to Random Drug Test
____ Applicant is at least 18 years or older	____ Employees found under the influence of drugs or alcohol or with controlled substance within KinderAcademy will be immediately dismissed
____ Is able to sit on the floor and in the children’s chairs often	____ Respect KinderAcademy facility as drug free, smoke-free environments
____ Is physically able to get up and down from floor activities.	____ KinderAcademy reserves the right to request drug and alcohol testing from any employee at any time. To ensure the safety and well-being of children in the center, according to KinderAcademy Drug Policy, and to eliminate the possibility of “false positives” in a test, please list any drugs you may be taking.

CRIMINAL OFFENCES-Criminal background checks will be conducted on all applicants.

If answering yes, please explain

Yes [] No [] I have pled guilty, no contest or been convicted of a criminal offense.

Explain: _____

Yes [] No [] I have been the subject of an indictment, arrest or an official criminal complaint.

Explain: _____

AUTHORIZATION FOR BACKGROUND CHECK

Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process. I, _____, hereby authorize KinderAcademy to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that KinderAcademy will utilize an outside firm or firms to assist in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such case, no investigation will be done, and my application for employment will not be processed further.

Signature of Applicant

Date

Applicant's Name Printed

General Information

1. What hours and days are you available? Be Specific _____

2. Are you seeking temporary or permanent work? _____

3. On what date would you be able to begin work at Kinder Academy? _____

4. Have you ever worked for Kinder Academy before? _____

5. How did you hear about our Daycare?

Educational Experience (Must provide copy of all certification)

* High School attended and year graduated

* Degree(s) earned or expected Major Name of Institution Year

* College Course Work Completed (College Credits):

* List courses or relevant training (CPR, First Aid, Early Childhood classes, etc.)

PROFESSIONAL REFERENCES

You must list at least 3 professional references, these references can include previous supervisor, director, boss, etc. (do not list friends, family or co-workers). All references must be available for us to contact them within 24 hours of your application date.

<u>Name of Reference</u>	<u>Job Title</u>	<u>Employer</u>	<u>Phone Number</u>	<u>Professional Relationship</u>

Professional Work Experience (begin with most recent)

<u>Begin/End Date</u>	<u>Employer/Address</u>	<u>Supervisor's Name & Telephone</u>	<u>Your title and duties</u>	<u>Reason for Leaving</u>

Please answer the following questions:

1. What prior experience do you have working with children in a structured setting?

2. Why are you interested in working at Kinder Academy?

3. What does a typical toddler/preschool classroom/nursery look like?

4. Describe how you would guide two children who are having a disagreement.

5. Describe the major responsibilities of working in an early childhood classroom/nursery.

6. What was your attendance record like at your previous jobs?

I hereby affirm that I have responded to all inquiries on this form fully and frankly, and all the information contained in my application is true and correct. I understand that any misrepresentation or falsification on any of the Kinder Academy Application forms or documents may result in immediate dismissal from employment. I further consent and agree to submit to any job related medical exams or drug tests that might be required and agree to provide any information that may be needed to facilitate such tests.

Signature of Applicant

Date