

GENERAL EMPLOYMENT APPLICATION BRIGHT BEGINNINGS EARLY LEARNING CENTERS

Site Contact Information:

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Bright Beginnings considers all applications without regard to an applicant's race, color, creed, religion, age, gender, national origin, pregnancy, veteran status and/or disability or other legally protected class.

NAME: _____ DATE: _____
 ADDRESS: _____ E-MAIL: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 HOME PHONE: _____ CELL PHONE: _____

POSITION DESIRED: _____

DATE AVAILABLE TO START: _____

Please list your prior work experience in Early Childhood Education or field related to position sought starting with your most recent place of employment. Please include up to three. Complete employment history for the past two years is required.

EMPLOYER NAME:	GENERAL JOB RESPONSIBILITIES	
ADDRESS:		
TELEPHONE NUMBER:		
POSITION HELD:		LENGTH OF EMPLOYMENT:
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER: Yes/No		

EMPLOYER NAME:		GENERAL JOB RESPONSIBILITIES
ADDRESS:		
TELEPHONE NUMBER:		
POSITION HELD:	LENGTH OF EMPLOYMENT:	
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER: Yes/No		

EMPLOYER NAME:		GENERAL JOB RESPONSIBILITIES
ADDRESS:		
TELEPHONE NUMBER:		
POSITION HELD:	LENGTH OF EMPLOYMENT:	
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER: Yes/No		

EDUCATION:

	NAME OF SCHOOL	COURSE OF STUDY	NO. YEARS ATTENDED	DEGREE/DIPLOMA
HIGH SCHOOL				
PROFESSIONAL CERTIFICATE				
UNDERGRADUATE COLLEGE/UNIVERSITY				
GRADUATE/ PROFESSIONAL DEGREE				
OTHER				

A copy of your degree or diploma as well as an official transcript will be required if you are hired by Bright Beginnings. Failure to provide these documents within 30 days will result in termination.

Please list any additional Educational/Specialized Training you have received related to the job for which you are applying:

Please answer the following questions with yes or no:

1. Are you at least 18 years of age? _____ Can you provide proof of your age if required? _____

2. Are you a U.S. citizen or have appropriate documentation to show you are eligible to work in the U.S.? _____
(Proof of citizenship or immigration status will be required upon employment)

2. Are you available to work any time as scheduled between the hours of 6:00 a.m. and 6:30 p.m.? (if a maintenance position, hours will be mainly evening and weekends) _____

If No, please indicate the times you are available to work. _____

3. To your knowledge are you related to any child currently enrolled in this program? _____

If yes, please list child's name and your relationship: _____

4. To your knowledge are you related to anyone currently serving on the Board of Directors for this agency? _____

If yes, please list the Board Members name and your relationship: _____

5. Have you ever been convicted of or have an indicated report of any crime against a child? _____

6. Do you currently have charges pending against you for any crime against a child or that would be considered reflective of poor moral turpitude such as Domestic Violence, DUI, Drug Charges, Sexual Misconduct, etc.? _____

7. Have you ever been charged with (indictment or official complaint accepted by a district attorney) or convicted of any crime, and do you have pending criminal actions against you? _____

If yes, please explain: _____

At the time of employment you will be required to provide Bright Beginnings with the ORIGINAL NOTORIZED State of Alaska Interested Person's Report for your Employment File and submit to being fingerprinted as required by the Anchorage Municipal Child Care Code and State Licensing Regulations. Any prospective employee who refuses to submit to these requirements will be ineligible for hire.

Please answer the following questions briefly but succinctly in the space allotted: You may be asked to expand upon your answers in an interview format. Write NA if questions are not applicable to the position you are applying for.

1. Why have you chosen to work in Early Childhood Education? _____

2. What do you find rewarding about working with children and families? _____

3. When you walk past a classroom you notice a respected veteran teacher handling a child roughly, pulling the child's arm and sitting the child harshly into a seat, and speaking with an inappropriate tone and attitude. You are the only witness to this incident, what would you do?

4. A child in your classroom has been bitten. The mother of the child is furious and demands to know who bit her child and even goes as far as to threaten legal action if the identity of the child who bit her child is not disclosed immediately. How would you handle this parent?

PERSONAL/PROFESSIONAL REFERENCES: Do not include family, members of your household or former supervisors.

NAME	PHONE NUMBER	RELATIONSHIP TO YOU	PROFESSION

APPLICANT'S STATEMENT:

I certify that the answers and information given herein are true, correct and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination regardless of when the information is discovered to be false or misleading.

Printed Name

Date

Signature

Thank you for your interest in being employed with Bright Beginnings. Upon review of completed applications a representative of Bright Beginnings will schedule interviews with applicants who meet the initial requirements, as evidenced by the information provided herein.

Bright Beginnings is an "AT-WILL" employer. The "AT-WILL" employment relationship affords the employee the right to resign for any reason. Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice. The "AT-WILL" employment relationship may not be altered by any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by an authorized executive of Bright Beginnings.

OFFICE USE ONLY:

Received by: _____ Date: _____

Interview Scheduled: Date: _____ Time: _____ Location: _____