



Application for Employment

11750 Highland Rd. STE 100.
Hartland, MI 48353
morningstarhartland@gmail.com

Name _____ Date _____

Address _____
Street City State Zip Code

Phone Number(s) _____ Emergency Name & Number _____

Referred by _____ Are you 18 years of age or older? _____

EMPLOYMENT DESIRED

Position _____ Date Available _____

Salary Desired _____ Hours and Weekdays Desired _____

Reason for submitting this application. _____

EDUCATION

School Attended _____ Date _____ Major _____ Degree/Certificate _____

Do you have a current Mich. Teaching Certificate? _____ Valid for: _____

Would you be willing to continue your education by enrolling in courses or other training programs that may be recommended? _____

Please list any courses, volunteer work, hobbies or interests that would relate to the position you are applying for:

Membership in early childhood organizations: _____

Current CPR card? _____ Expires: _____ First Aid card? _____ Expires: _____

REFERENCES

List at least three people, not related to you, whom you have known at least one year, who could attest to your interaction with children.

Name (print) Relationship Phone Number(s)

FORMER EMPLOYERS

1.) Name _____ Dates: from _____ to _____

Address _____ Salary upon leaving _____

Phone(s) _____ Supervisor's Name _____

Position _____ Duties _____

Reason for leaving _____

2.) Name _____ Dates: from _____ to _____

Address _____ Salary upon leaving _____

Phone(s) _____ Supervisor's Name _____

Position _____ Duties _____

Reason for leaving _____

3.) Name _____ Dates: from _____ to _____

Address _____ Salary upon leaving _____

Phone(s) _____ Supervisor's Name _____

Position _____ Duties _____

Reason for leaving _____

May we contact your present employer? _____

Have you ever had any job-related training in the United States military? _____ Describe _____

Have you ever been convicted of a crime? _____ If yes, please explain _____

Are there any felony charges pending against you? _____ If yes, please explain _____

Have you ever been administratively determined by a federal, state, or local governmental agency to have committed abuse or neglect? _____ If yes, please explain when, where and the nature of the case. _____

Are you on a court-supervised probation or parole? _____ If yes, please explain _____

Have you ever been employed by this organization before? _____ If yes, give dates employed and indicate if employed under a different name. _____

Are you available for substitute work? _____ Days/hours available _____

Can you perform the duties of the job in which you wish to be employed without accommodation? _____

Have you received a job description for the position(s) desired? _____

Morning Star - Hartland is an equal opportunity, drug-free employer.

APPLICANT'S STATEMENT

- I hereby give you my permission to contact the above employers, references, and educational institutions to verify the items I listed above. I hereby release Morning Star Child Care - Hartland and the above referenced organizations, reference persons, and employers from all claims, liability, and damages that may result from furnishing the information to you. I expressly and fully waive all written notices from all prior employers. I also understand that because of the nature of my job and licensing requirements, I hereby consent to the release of this application or portions of this application to representatives of the Bureau of Child Day Care Licensing or other governmental agencies.
- I further specifically wave written notice and agree to the divulging of any disciplinary reports, letters of reprimand or other disciplinary action by all prior employers and hereby release my prior employers from all claims, liability, and damages that may result from furnishing the information to you.
- I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any dishonest or false answers on this application or in subsequent interviews are grounds for or may result in immediate dismissal.
- I hereby acknowledge and understand that all employment at Morning Star Child Care – Hartland is of an "at will" nature, and that all employees of Morning Star Child Care - Hartland are subject to hire and termination with or without cause at the employer's discretion; that no employee or agent of Morning Star Child Care - Hartland has the authority to make any agreements with respect to continued employment except by formal written agreement by the Director; and that Morning Star – Hartland has the right to modify, enhance, or eliminate benefits received as a result of employment at Morning Star Child Care-Hartland.
- In the event of employment at Morning Star Child Care - Hartland, I understand that such employment is contingent upon verification of employment eligibility, upon a satisfactory drug-test result, submittal of a current T.B. test result, and upon successful passage of job-related examinations and screening, including but not limited to physical examinations, back fitness/flexibility tests, and/or various skills tests.

Signature of Applicant

Date

~~We are an equal opportunity employer. It is the policy of this organization not to discriminate on the basis or race, sex, religion, national origin, marital status, age, weight, height, color, or handicap in the hiring, promotion, payment or discipline of employees. We will not discriminate against a person with a covered disability under the Americans with Disabilities Act in regard to employment practices, or terms, conditions, and privileges or employment. If you are a person with a handicap, you may request any needed, reasonable accommodation to participate in the application process or interview process. This request should be made in advance so that we can make an accommodation.

QUESTIONS

Why do you want to work in child care? _____

What is an important aspect of early childhood education? _____

Describe the kind of commitment you expect to give our organization. _____

What are your future goals? _____

If we were to ask your best friend what he/she thought were your areas of strength, what do you think that person would say? _____

If we asked your friend what areas you needed to improve upon, what would that person say? _____

At Morning Star Child Care you may be asked to work with any age group (infants through school-age). Starting and ending work times may be varied to meet daily enrollment demands. Do you consider yourself a flexible person? _____

Describe a pleasant experience with a child. Tell what happened and what you did to make it positive. _____

Describe a challenging experience in disciplining a child. Tell what you did and the outcome. If you think it could have been handled differently tell what you would do if you could deal with the situation again. _____

Additional comments, questions, or other information related to the care of children. _____

Thank you for your interest in Morning Star Child Care - Hartland!