

KIDS R KIDS East Roswell

off Holcomb Bridge Rd
2852 Holcomb Bridge Road
Alpharetta, GA 30022
(phone) 770-993-8684 (fax) 678-495-0223

Kids R Kids Use Only – Leave This Blank

Hired? Y / N Salary _____ Start Date _____

Hours discussed _____

Notes: _____

Application for Employment

- *As an equal opportunity employer, this childcare program will consider all applicants for all positions equally without regard to race, sex, age, color, religion, national origin, veteran status, marital status, or disability which does not prevent the applicant from completing the essential requirements of the job applied for.*
- *Each applicant will be given every consideration, but receipt of this application does not imply that this childcare program will employ the applicant.*
- *Each question on this application must be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.*

Personal Information *(Please use a pen to complete this application and print all information requested.)*

Date of this Application: ____/____/____ What are your salary expectations (must answer)? _____

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ May we contact you at work? Y / N

Position you are applying for: _____ Date available: _____ Hours available: _____

- If you are under 18 years of age, note your date of birth ____/____/____
- Are you a US citizen? _____ If not, do you have a legal right & the required documents to work in the US? *(Identity and employment eligibility of all new hires will be verified as required by the Immigration & Control act of 1986)*
- Have you ever applied here before? _____ If yes, when and for what position? _____
- Have you ever been arrested for a crime other than a minor traffic violation? _____ If yes, please explain the offense and the final sentence. _____
- Have you ever been found by credible evidence (e.g., a court or jury, a department investigation or other reliable evidence) to have abused, neglected or deprived a child or adult or, to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced initially by oral or written statement to this effect obtained by the administrator at the time of your employment? _____
- If yes, provide the details including date, place and nature of offense and sentence. _____

(Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)

WORK RELATED SKILLS

1. Please list any skills or abilities you have acquired that *directly relate* to the job for which you are applying.

2. Please list any clubs, organizations, societies or professional groups you have been or are a member of which have a *direct bearing* upon your qualifications for the job you are applying for:

3. Please list any awards, certificates of training, etc., which *directly relate* to the job you are applying for:

4. Please list any hobbies or interests that you have which are *directly relevant* to the job you are applying for:

Personal Capabilities/ Responsibilities

Educational Background

School Name, City, State*	Did you graduate?	Major/Degree	Grade/Rank
High School			
Technical/Vocational Program			
College			
Other			

*If you are offered a position with Kids R Kids, you will have to provide a copy of your educational transcripts and/or degree(s) as a condition of employment.

- *Under the Americans with Disabilities Act of 1991, this childcare program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required.*
- *If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying.*

1. Having read the job description for the position for which you are applying (see attachment), are you, in all respects, able to adequately perform the duties as described? () Yes () No If no, please explain:

2. If this job is offered to you it *may* be contingent upon your ability to pass a job related medical exam. Are you willing to take a physical exam including a TB test and any other tests or vaccines required by State and Federal law at your expense? () Yes () No If no, please explain. _____

Professional References

	Name & Occupation	Address	Phone #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please list the name, address and phone# of the person(s) you would like us to contact should you have an accident or a personal emergency.

Supplemental Information

- Do you have a reliable means of transportation to and from work? _____
- Do you have any children that would need care at Kids R Kids? **Y / N** If yes, age(s) _____
- We are open Monday through Friday, from 6:00am to 6:30pm. Are there any hours that you are **not** available to work? _____
- Have you ever been forced to resign by a previous employer? _____
If yes, then why? _____
- Are you planning to go back to school in the future? If yes, when and where and for what? _____

- Briefly state your philosophy on educating preschool children: _____

Applicant’s Certification

- I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge at any time.
- I hereby authorize Kids R Kids to contact any company or individual deemed appropriate to investigate my previous employment history, educational background, credit record, criminal history and character in order to fully evaluate my qualifications in relation to all other job applicants applying for the position I am currently seeking. I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these companies and/or individuals for defamation, invasion of privacy or any other reason because of their statements.
- I agree that, if I am employed, I will abide by all the rules and regulations of Kids R Kids as noted in the Kids R Kids Employee Handbook. The contents of the Employee Handbook are subject to change or modification without notice. I also understand that my employment is “at-will” and may be terminated by myself or Kids R Kids at any time, for any reason, with or without prior notice. I further understand that an oral promise, policy, custom, business practice, or other procedure (including any employee handbook or any personnel manuals) does not constitute an employment contract or modification of the at-will employment relationship between Kids R Kids and myself.
- Applicants for employment should clearly understand that while we make every effort to provide steady, continuous work, we have no employment contracts, and we cannot guarantee the permanency of any position, any set schedule, or any specific number of weekly hours. Job tenure can be affected by many factors including business/economic conditions, enrollment levels, changes in laws or employee policies, conformity to our work rules, job performance, continuing education compliance, etc.

Signature of Applicant

Date

Employment Application Supplement

Georgia’s Child Care Licensing 10-Year Work History Documentation

All applicants for all positions at Kids R Kids are required to complete a full 10 Year Work History in order to comply with Georgia’s childcare licensing codes. Begin with your most recent experience. If there are periods of time when you were not working, because you were going to school, taking care of family, etc., please note them and include them in the 10-year history. Again, state regulations require you to go back a full 10 years.

Company Name Address & Phone	Employment Dates	Position	Supervisor’s Name & Title	Reason for Leaving	Salary Start/End
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					