

**Rochester Child Care Center**  
95 Charles Street  
Rochester, NH 03867  
Phone: (603) 332-9333 Fax: (603) 332-3912

**APPLICATION FOR EMPLOYMENT**

*Rochester Child Care Center is an equal opportunity employer. This agency is dedicated to providing a work environment free of discrimination including but not limited to race, color, creed, religion, sex, national origin, marital or military status. Soliciting information is for assessing the applicant's abilities to perform the job's duties and responsibilities.*

**Personal Information:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
(# and Street) (City) (State) (Zip)

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Are you 16 or older? \_\_\_\_\_ Are you 18 or older? \_\_\_\_\_ Are you 20 or older? \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Age Group Preference: \_\_\_\_\_ 1-3 years \_\_\_\_\_ 3-5 years \_\_\_\_\_ 6-12 years

Expected Compensation: \_\_\_\_\_

Please list hours you cannot work between 6 a.m. and 6 p.m. \_\_\_\_\_

Emergency contact person/phone number \_\_\_\_\_

**Education/Training:**

*Please list educational background, beginning with high school (schools attended, major courses of study, degrees earned, and graduation dates.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

*Please list special training or job related training received:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment History:**

*Please list previous employment, beginning with employment relating to child care first:*

<b><u>Dates employed</u></b>	<b><u>Employer</u></b>	<b><u>Supervisor</u></b>	<b><u>Phone #</u></b>
1.			
2.			
3.			
4.			
5.			

**General information:**

1. Use three words to describe your personality.
2. What importance do they play in teaching young children?
3. What is your personal philosophy of a child care program?
4. What makes a successful child care program?
5. What are your special skills, talents, and abilities that you would bring to this agency?

**Legal History:**

Have you ever been convicted of a crime? \_\_\_\_\_

Have you ever been convicted of child abuse or sexual molestation of a minor? \_\_\_\_\_

I, \_\_\_\_\_, verify that the information on this application is true and complete. I understand that, if I am hired, any false or incomplete information will be grounds for immediate separation of employment.

\_\_\_\_\_  
Signature/Date

\*\*\*\*\*

Rochester Child Care Center is an equal opportunity employer and shall employ qualified individuals on the basis of their education, experience, ability, and aptitude. The agency will comply with all federal, state, and local laws and regulations and agency requirements pertaining to employment procedures and practices.

Employees of Rochester Child Care Center are employed at will, which means that they are not hired for any definite period of time. Either the employee or the agency may terminate the employment relationship at any time, with or without cause.

In the event of my employment with Rochester Child Care Center I agree to comply with the rules and regulations governing my employment. In the event that I should terminate the employment relationship, I agree to file my resignation two weeks prior to the date it will be effective.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**OFFICE USE ONLY**

Date of interview \_\_\_\_\_

Position interviewing for \_\_\_\_\_

Notes:

Date of classroom visit \_\_\_\_\_

Classroom visited \_\_\_\_\_

Notes:

Decision to hire: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes:

Date of hire \_\_\_\_\_ Position \_\_\_\_\_ Hours \_\_\_\_\_ Rate of pay \_\_\_\_\_

**AUTHORIZATION**

I am aware that a background study and reference check will be conducted by Rochester Child Care Center. I authorize investigation of all statements contained in this application. I also authorize Rochester Child Care Center to obtain information from any previous employers, schools, volunteer organizations, and references. I authorize my previous employers, schools that I have attended, volunteer organizations, and references to disclose to Rochester Child Care Center such information about me as Rochester Child Care Center may request.

---

Applicant signature

Date