

KIDZ HARBOR

APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION

PLEASE READ BEFORE COMPLETING EMPLOYMENT APPLICATION

KIDZ HARBOR EMERGENCY SHELTER residents range in age from 0 years old to 17 years old. Our residents have problems and issues that need to be addressed in a professional manner. Therefore, we require our staff to have special qualities needed to provide appropriate services.

We welcome your interest in applying for employment with our facility. We will make every effort in evaluating your qualifications in a fair manner.

Our evaluation will include:

- Criminal Background check
- Any referrals to law enforcement for family violence, sexual abuse, abandonment of a child, failure to pay required child support, hot checks, any felony, etc.
- Any family referrals to Children's Protective Services
- Driving record, including DWI and DUI or substance abuse problems
- To work for KIDZ HARBOR you must have at a minimum a high school diploma or a GED. (Documented proof is required)
- Because documentation is a part of your duties, we will evaluate the legibility of your handwriting.
- We will also review previous job experience and check references

If hired:

- KIDZ HARBOR will conduct a criminal background check for felonies and misdemeanors. Also, we will check your driving record.
- You will be required to pass a drug/alcohol test. After employment you will be required to participate in random testing. You will be ask to sign a consent form for drug/alcohol testing. (PLEASE READ KIDZ HARBOR POLICY AND PROCEDURE BEFORE SIGNING)
- You will be required to provide us with proof of your education
- You will be required to attend at least 30 hours training annually which will be mostly in-house training at the facility
- You will be required to have certain other training and you will be responsible for the initial first year cost, such as Emergency Behavior Intervention including appropriate restraint techniques or similar type training, Psychotropic Medication Training, CPR, 1st Aid.
- You must have a TB Test within the last 12 months before having contact with the children.
- You must be at least 21 years of age.

If you have any thing in your record that you feel might disqualify you, we can talk to you before you complete your application.

Thanks for your interest

KIDZ HARBOR

DATE OF APPLICATION

APPLICATION FOR EMPLOYMENT

Consideration for employment with Kidz Harbor is based solely on qualifications without regard to race, color, age, sex, marital status, religious creed or national origin. Kidz Harbor reserves the right to refuse employment to any applicant who falsifies or withholds information. To be considered for employment each question must be addressed.

SECTION ONE - PERSONAL

Position for which you are applying: _____ Expected rate of pay: _____

Name: _____ SS#: _____
Last First Middle

Address: _____

How long at this address?
_____ yrs. _____ mos.

City, State, Zip: _____

Previous address _____

How long at this address?
_____ yrs. _____ mos.

City, State, Zip: _____

Home Phone: _____ Other Phone: _____

What shifts are you available? ___ 7:00 am to 3:00 pm ___ 3:00 pm to 11:00 pm ___ 11:00 pm to 7:00am

Are you applying for: ___ Part Time ___ Full Time ___ Temporary Available Weekends? _____

Have you ever been convicted of a felony? _____ Have you ever been refused a bond? _____

Have you ever been convicted of a misdemeanor, other than a traffic violation? _____

Have you ever failed a drug test? _____ Are you willing to take a drug test? _____

Have you ever been charged with DWI/DUI? _____ How many traffic tickets in the last 3 years? _____

Are you certified in CPR? _____ First Aid? _____ PAPH? _____ Medication? _____

Are you willing to provide these certifications if hired by Kidz Harbor? _____

Describe any other certifications or special training you have which you feel is pertinent to child care. Include any continuing education which you have received.

SECTION TWO - EDUCATION

Name of School: _____ **Dates attended:** _____ to _____

Location – City and State: _____

Graduate? Y – N **Type of Diploma/Degree:** _____

Major field of study: _____

Name of School: _____ **Dates attended:** _____ to _____

Location – City and State: _____

Graduate? Y – N **Type of Diploma/Degree:** _____

Major field of study: _____

CONTINUE EDUCATION ON NEXT PAGE

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SECTION TWO CONTINUED

Name of School: _____	Dates attended: _____	to _____
Location – City and State: _____		
Graduate? Y – N	Type of Diploma/Degree: _____	
Major field of study: _____		
Name of School: _____	Dates attended: _____	to _____
Location – City and State: _____		
Graduate? Y – N	Type of Diploma/Degree: _____	
Major field of study: _____		

SECTION 3 – EMPLOYMENT HISTORY

List in sequence beginning with your present employer and account for all employers with whom you worked the last 10 years. Describe briefly the type of work performed at each place of employment. Include company name and address, supervisor's name and phone number, reason for leaving, and salary history.

Company: _____	Dates Employed: _____	to _____
Supervisor: _____	Phone No. _____	
Address: _____		
Reason for leaving: _____	Salary: _____	
Company: _____	Dates Employed: _____	to _____
Supervisor: _____	Phone No. _____	
Address: _____		
Reason for leaving: _____	Salary: _____	
Company: _____	Dates Employed: _____	to _____
Supervisor: _____	Phone No. _____	
Address: _____		
Reason for leaving: _____	Salary: _____	

EMPLOYMENT HISTORY CONTINUED ON NEXT PAGE

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EMPLOYMENT HISTORY CONTINUED

Company: _____	Dates Employed: _____	to _____
Supervisor: _____	Phone No. _____	
Address: _____		
Reason for leaving: _____	Salary: _____	
Company: _____	Dates Employed: _____	to _____
Supervisor: _____	Phone No. _____	
Address: _____		
Reason for leaving: _____	Salary: _____	
Company: _____	Dates Employed: _____	to _____
Supervisor: _____	Phone No. _____	
Address: _____		
Reason for leaving: _____	Salary: _____	
Company: _____	Dates Employed: _____	to _____
Supervisor: _____	Phone No. _____	
Address: _____		
Reason for leaving: _____	Salary: _____	

I acknowledge that all information in this application is true. I understand that any willful untrue statement made in this application may be cause for termination of employment if hired by Kidz Harbor.

Applicant Signature _____
Date

Reviewer comments: _____ _____ _____ _____
Hire Date: _____ Shift: _____ Pay Rate: _____
Start Date: _____ FT _____ PT _____ TEMP _____