



**SCOTTSDALE
ACADEMY**

Employment Application

Scottsdale Academy is an equal opportunity employer. This company is dedicated to providing a work environment free of discrimination including but not limited to race, color, creed, religion, age, sex, national origin, marital or military status. Soliciting information is to assess the applicant's abilities to perform the job's duties and responsibilities.

Position applied for: _____ Today's date: _____
Salary requirements: _____ Date available to start work: _____

Specify the hours you are available Monday-Friday: _____

Name: _____

Address: _____
Street City ST Zip

Phone Number: _____

Email address: _____

EDUCATION

Highest Level of Education Completed: _____

Name of School/College/University: _____

Attended from: _____ to _____ Did you graduate? _____

Major course of study: _____

Currently Attending School/College/University: Yes No

Anticipated graduation date: _____

Major course of study: _____

List job related training (DCF 45 Hours), certificates and degrees. A transcript will be required if hired.

EMPLOYMENT HISTORY (Please list previous employment relating to children first.)

1. Employer: _____

Address: _____

Employed from: _____ to _____

Beginning Salary: _____ Ending Salary: _____

Name of Supervisor: _____ Phone Contact: _____

Job Description: _____

Reason for leaving: _____

2. Employer: _____
Address: _____
Employed from: _____ to _____
Beginning Salary: _____ Ending Salary: _____
Name of Supervisor: _____ Phone Contact: _____
Job Description: _____
Reason for leaving: _____

3. Employer: _____
Address: _____
Employed from: _____ to _____
Beginning Salary: _____ Ending Salary: _____
Name of Supervisor: _____ Phone Contact: _____
Job Description: _____
Reason for leaving: _____

Other Relevant Work Experience: _____

APPLICATION FOR EMPLOYMENT - QUESTIONNAIRE

Scottsdale Academy is a child development center for children Infants through VPK/5 years. Hours: 7:00 a.m.- 6:00 p.m., Monday - Friday, open year round, closing only for major holidays. Our staff **MUST BE AVAILABLE** for the same schedule five days a week and during public school and college holidays.

All Scottsdale employees must be physically, emotionally and mentally capable of fulfilling the duties normally performed in a childcare setting. These include, but are not limited to lifting small children, participating in games and movement activities, preparing written lesson plans based on Scottsdale Academy curriculum, initiating age appropriate activities, and communicating effectively with children, parents and staff members.

The Dept. of Children and Families and Scottsdale Academy require fingerprinting for a FBI and FDLE background screening at the cost of \$65.00 and a local county background screening for \$6. These reports, showing clearance, are due prior to the first day of employment. Proof of a physical exam within the last two years is due within 30 days. The preceding is at the employee's expense and can be taken out of the first paycheck if requested. The DCF 45-Hour Teacher Training Courses must be initiated within 90 days. All must be completed within the specific time period as dictated by law.

Preference will be given to applicants with special training in Early Childhood Education or the equivalent.

Are you able to work public/university school holidays and/or summer months?
_____ If no, please explain.

If an immediate position is not open, would you like to be called to substitute when a regular teacher is out? _____

Use THREE WORDS that describe your personality:

What are your special skills, talents and abilities that you bring to this center?

Do you have an age preference? _____ Specify age: _____

Have you ever been convicted of any crime that might disqualify you from working with children? _____

If yes, explain:

Have you ever held a child care license with the Department of Children and Families or been registered to provide child care in your home? _____

While employed in a child care program, have you ever been the subject of disciplinary action, or been the part responsible for a child care facility receiving an administrative fine or other disciplinary action? _____

If yes, explain:

Are you able to perform the essential function of this job with or without reasonable accommodation? _____

Explain:

Do you have any special circumstances that we must be aware of if you were to be offered a position? _____

If yes, explain:

Your signature on this application is an unrestricted authorization to allow Scottsdale Academy to check references from previous employers. It is further understood by this applicant that background checks and training are required by law and will be the responsibility of the applicant, if hired. Any fines incurred for non-compliance will be the responsibility of the employee.

I hereby certify that the information given on this employment application is accurate and truthful. I understand that any falsification of information in this application will result in termination or action taken. I agree that, if employed, I will complete the Department of Children and Families requirements in a timely manner. I agree to follow developmentally appropriate practices and the philosophy of Scottsdale Academy.

Signature: _____ Date: _____