

Please Print Neatly

**Sand Box Child Care & Preschool**  
**664 W Cedar Street**  
**Medford, WI 54451**

<b>Office Use Only</b>	
<b>Date Received:</b> _____	<b>Hire Date:</b> _____
<b>Interview Date:</b> _____	<b>Declined Date:</b> _____

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_

Thank you for choosing Sand Box Child Care in your career path. We are dedicated to hiring top professionals who are energetic, motivated, and possess integrity. Sand Box, Inc. is an **Equal Opportunity Employer**. *Applicants must show they understand and are able to meet the following Requirements for Employment which are regular policy by initialing each item below.*

**Requirements for Employment (Please initial if applicable to you)**

<input type="checkbox"/> Is a High School Graduate or has G.E.D.	<input type="checkbox"/> Will maintain a Professional appearance and conduct
<input type="checkbox"/> Applicant must provide a copy of their driver's license or identification card and SS Card or birth certificate.	<input type="checkbox"/> Has the ability to meet all job requirements which might vary.
<input type="checkbox"/> Applicant is able to write and speak fluent English.	<input type="checkbox"/> Has the ability to work cooperatively with co-workers.
<input type="checkbox"/> Applicant is at least 18 years or older	<input type="checkbox"/> Has the desire to pursue further education and/or training in early childhood development.
<input type="checkbox"/> Has United States Citizenship, or is legally authorized to work in the United States.	<input type="checkbox"/> Employees found under the influence of drugs or alcohol or with controlled substance within Sand Box, will be immediately dismissed.
<input type="checkbox"/> Is able to sit on the floor and in the children's chairs often	<input type="checkbox"/> Understands supervision and safety of children.
<input type="checkbox"/> Is physically able to get up and down from floor activities.	<input type="checkbox"/> Is capable of working a 10 hour day.

**General Information**

1. What hours and days are you available? Be Specific \_\_\_\_\_  
 \_\_\_\_\_
2. Are you seeking temporary or permanent work? \_\_\_\_\_
3. On what date would you be able to begin work at Sand Box Child Care? \_\_\_\_\_
4. Have you ever worked for Sand Box Child Care before? \_\_\_\_\_
5. How did you hear about our center? \_\_\_\_\_

**Educational Experience (Must provide copy of all certification)**

\* High School attended and year graduated

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\* Degree(s) earned or expected    Major                      Name of Institution                      Year

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\* College Course Work Completed (College Credits):

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\* List courses or relevant training (CPR, First Aid, Early Childhood classes, etc.)

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**PROFESSIONAL REFERENCES**

You must list at least 3 professional references, these references can include previous supervisor, director, boss, etc. (do not list friends, family or co-workers). All references must be available for us to contact them within 24 hours of your application date.

<u>Name of Reference</u>	<u>Job Title</u>	<u>Employer</u>	<u>Phone Number</u>	<u>Professional Relationship</u>

**Professional Work Experience (begin with most recent)**

<u>Begin/End Date</u>	<u>Employer/Address</u>	<u>Supervisor's Name &amp; Telephone</u>	<u>Your title and duties</u>	<u>Reason for Leaving</u>

**Please answer the following questions:**

**1. What prior experience do you have working with children in a structured setting?**

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**2. Why are you interested in working at Sand Box?**

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**3. What does a typical toddler/preschool classroom look like?**

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**4. Describe how you would guide two children who are having a disagreement.**

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**5. Describe the major responsibilities of working in an early childhood classroom.**

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**6. What was your attendance record like at your previous jobs?**

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I hereby affirm that I have responded to all inquiries on this form fully and frankly, and all the information contained in my application is true and correct. I understand that any misrepresentation or falsification on any of the Sand Box, Inc. Application forms or documents may result in immediate dismissal from employment. I further consent and agree to submit to any job related medical exams or background checks that might be required and agree to provide any information that may be needed to facilitate such tests.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Full Name:	Home Ph:	Cell Ph:
It is expected that you give a current employer a 2 week written notice if accepting a position with Sand Box. What date would you be available to start employment?		
When is the best time to contact you?		

<b>GENERAL INFORMATION</b>				
Employment Desired:   ___ Full-time only    ___ Part time only    ___ Full or Part time    ___ Not Interested				
Position Desired: _____				
Hourly Rate Desired: _____				
Hours available: Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____				
If there is a specific age group that you are hoping to work with, please specify? _____				

<b>OFFENSES – Criminal background checks will be conducted on all applicants.</b>	
Have you ever pled guilty, no contest or been convicted of any criminal offense? If yes, explain: _____	
_____	
Has a report of child maltreatment ever been made against you? If yes, explain: _____	
_____	
Has a court ever denied parental, custodial, or visitation rights as a result of neglect or abuse of a child? If yes, explain: _____	
_____	
While employed in a childcare program, have you ever been the subject of disciplinary action or been responsible for a child care facility receiving an administrative or disciplinary action? If yes, explain: _____	
_____	

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. What are your career goals and objectives?

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2. Why should Sand Box hire you?

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3. Define PROFESSIONAL CONDUCT. How does it apply to a child care program?

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4. Define CUSTOMER SERVICE and how it relates to a child care program?

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5. Describe your QUALIFICATIONS for the specific position you are applying

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I hereby certify that all information contained in this application is true and correct. I understand that any misrepresentation, falsification, or consequential omission of information may render this application void, or if employed may result in immediate termination. I further consent and agree to submit to any job related medical exams or drug tests that might be required and agree to provide any information that may be needed to facilitate such tests. I authorize the individuals and institutions named above to give information regarding my employment, character, and qualification, hereby releasing them from all liability for issuing such information.

\_\_\_\_\_  
Printed name/Signature of Applicant

\_\_\_\_\_  
Date