



# Creative Child Care, Inc.

## APPLICATION FOR EMPLOYMENT

Creative Child Care, Inc.(CCC) is an equal opportunity employer and does not discriminate or give preferential consideration because of sex, sexual orientation, gender identity, familial status, race, color, creed, religion, disability, ancestry, age, national origin, genetic information, or veteran’s status in the employment of qualified persons. It is our policy to select the best qualified persons available to fill staff positions. It is the policy of CCC to conform to both the letter and the spirit of the Federal, State, and local civil rights laws. This pertains, but is not limited to recruitment, hiring, training, transfer, promotion, compensation, benefits, reasonable accommodation, and termination of employment. **ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.**

### APPLICANT CONTACT INFORMATION

Date of Application: \_\_\_\_\_ Date Available to Start: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### APPLICANT EMERGENCY CONTACT INFORMATION #1

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

### APPLICANT EMERGENCY CONTACT INFORMATION #2

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Creative Child Care (CCC) staff members are not permitted to transport other staff members or children. CCC will call 911 in case of an emergency and make every effort to talk to one of your emergency contacts listed above.

**POSITION & AVAILABILITY INFORMATION**

Name of position(s) you are applying for?

- Infant Teacher     
  Toddler Teacher     
  Preschool/PK Teacher     
  Any Teaching Position  
 Substitute Teacher     
  Cook     
  Assistant Director     
  Director

Applicants MUST be able to work 5 days a week, Monday through Friday no matter how many hours they work each day UNLESS applying for a substitute teacher position.

Applying for position as:

- Full-time (M-F; 8 hours plus break)   
  Summer & Holiday Breaks   
  Part-time - # hours each day? \_\_\_\_\_

If you are applying for full-time, please indicate ALL shifts you can work (shift times may vary at each center):

- 6 am - 3 pm   
  7 am - 4 pm   
  8 am - 5 pm   
  9 am - 6 pm

If you are applying to work during summer & holiday breaks, are you available during the school term?  YES  NO

**GENERAL INFORMATION**

Are you at least 18 years of age?  YES  NO

Are you legally eligible for employment in this country?  YES  NO (proof of U.S. citizenship or immigration status will be required upon employment)

Have you previously applied for employment for any CCC?  YES  NO

If yes, when? \_\_\_\_\_ Location(s)? \_\_\_\_\_

Have you ever worked for Creative Child Care, Inc.?  YES  NO

If yes, when? \_\_\_\_\_ Location(s)? \_\_\_\_\_

Do you have any relatives or friends working for CCC?  YES  NO

If yes, name(s)? \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?  YES  NO If yes, provide dates and details: (Answering "yes" does not automatically bar the applicant from employment. Factors such as date of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account)

\_\_\_\_\_  
 \_\_\_\_\_

Have you ever been accused of being a pedophile or child abuser?  YES  NO If yes, please explain:

\_\_\_\_\_  
 \_\_\_\_\_

What do you do when you are upset or angry about something?

\_\_\_\_\_  
 \_\_\_\_\_

Other than through employment, are you involved with children?  YES  NO If yes, please explain:

\_\_\_\_\_  
 \_\_\_\_\_

**COMPLETE IF APPLYING FOR ANY POSITION EXCEPT FOR THE COOK POSITION**

Why do you want to work with and care for children?

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Do you have a preference for working with a particular age group?  YES  NO If yes, why?

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List your three greatest strengths and your three most difficult problems you have in working with children.

**GREATEST STRENGTHS**

**MOST DIFFICULT PROBLEMS**

- |          |          |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

**EDUCATION INFORMATION**

|                        | HIGH SCHOOL | COLLEGE | OTHER |
|------------------------|-------------|---------|-------|
| Name of School         |             |         |       |
| City & State of School |             |         |       |
| Course of Study        |             |         |       |
| Did You Graduate/Year? |             |         |       |

**EMPLOYMENT HISTORY INFORMATION**

Provide the following information for your past three employers, assignments, or volunteer activities, starting with the most recent. If a resume is provided, the information must still be completed.

| Employer  | From  | To |
|---|---|----|
| Telephone #   | Complete Address  |    |
| Starting Rate/Salary                                  | Starting Job Title  |    |
| Ending Rate/Salary                                    | Ending Job Title  |    |
| Summarize the nature of work and job responsibilities |   |    |
| Reason for leaving                                    | May we contact for reference?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |    |

**EMPLOYMENT HISTORY INFORMATION CONTINUED**

|   |                    |      |   |
|---|--------------------|------|---|
| Employer  |                    | From | To  |
| Telephone #   | Complete Address   |      |   |
| Starting Rate/Salary                                  | Starting Job Title |      |   |
| Ending Rate/Salary                                    | Ending Job Title   |      |   |
| Summarize the nature of work and job responsibilities |                    |      |   |
| Reason for leaving                                    |                    |      | May we contact for reference?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |
| Employer  |                    | From | To  |
| Telephone #   | Complete Address   |      |   |
| Starting Rate/Salary                                  | Starting Job Title |      |   |
| Ending Rate/Salary                                    | Ending Job Title   |      |   |
| Summarize the nature of work and job responsibilities |                    |      |   |
| Reason for leaving                                    |                    |      | May we contact for reference?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |

**STATEMENT OF APPLICANT - DO NOT SIGN UNTIL YOU HAVE READ THE STATEMENTS BELOW**

I certify that all information I have provided in order to apply for and secure work with Creative Child Care, Inc. is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application or (2) immediately discharge me from the employer's service whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and complete a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's President.

I also understand that if I am hired, I will be required to pass a fingerprint and background check and to provide proof of identity, and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

**APPLICANT SIGNATURE**

**DATE SIGNED**

**CREATIVE CHILD CARE LOCATIONS**

**EAST - (614) 864-2424**  
5831 Westbourne Avenue  
Columbus, Ohio 43213  
east@creativechildcareinc.com

**NORTH - (614) 261-8153**  
1601 Shanley Drive  
Columbus, Ohio 43224  
north@creativechildcareinc.com

**SOUTHEAST - (614) 235-7979**  
2525 Petzinger Road  
Columbus, Ohio 43209  
southeast@creativechildcareinc.com

**WEST - (614) 276-2737**  
485 Industrial Mile Road  
Columbus, Ohio 43228  
west@creativechildcareinc.com