



# Kids Tech Academy



## APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Date available to work \_\_\_\_\_

Name: Last First Middle Home phone

Street Address City State Zip

Position desired \_\_\_\_\_ Hours desired \_\_\_\_\_ Full time\_\_ Part time \_\_ Substitute \_\_

Are you at least 18 years old? \_\_\_ Yes \_\_\_ No Birthdate \_\_\_\_\_ (required in GA)

Have you applied with us before? \_\_\_ Yes \_\_\_ No If so, when \_\_\_\_\_

Do you have relatives that are currently working for our school? \_\_\_ Yes \_\_\_ No

### Education and Training

Name and address of school Degree, Diploma  
High School \_\_\_\_\_

College \_\_\_\_\_

Other \_\_\_\_\_

Have you completed courses providing specific training for early childhood education? Provide details.  
\_\_\_\_\_  
\_\_\_\_\_

List any languages you can speak fluently (other than English):  
\_\_\_\_\_

List any other educational training experiences that you have had including opportunities to experience cultures other than your own.  
\_\_\_\_\_  
\_\_\_\_\_

List any books or articles that you have read recently that have helped you to grow professionally.  
\_\_\_\_\_  
\_\_\_\_\_

Are you certified by \_\_\_\_\_ Professional Standards Commission or do you hold any teaching credential? If so, please list  
\_\_\_\_\_

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What level(s): early ed, grade level, primary, secondary? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.  
Endorsement(s)

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List semester hours in endorsement area(s)

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✓Please request a sealed official transcript from each school be mailed to the school.

If you do not hold a certificate, what requirements do you need to complete?

**\* Please attach photocopies of any certificates held.**

Have you had any courses in Philosophy of Education? If so, which philosophies, where and when?

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If not, would you be willing to take such a course? Yes \_\_\_ No \_\_\_

List any conferences or seminars that you have attended, led or participated in the past three years.

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Name the curriculum(a) you are most familiar with:

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How has teacher evaluation impacted you or your students.

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**References**

DO NOT INCLUDE PREVIOUS EMPLOYERS OR RELATIVES

Name	Address	Phone #	Occupation



**Background Information**

Have you ever been convicted of a crime, including misdemeanors, other than traffic violations? \_\_\_\_\_  
If yes, explain in detail

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Have you ever been shown by credible evidence, e.g., a court order or jury, a department investigation or other reliable evidence, to have abused, neglected, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional negligent misconduct (as evidenced by oral or written statement)? \_\_\_\_\_

If yes, explain in detail \_\_\_\_\_

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Do you have a valid driver’s license? If yes, give license no., state, and expiration date

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Do you currently hold a valid CPR card? \_\_\_ Yes \_\_\_ No If yes, list expiration date \_\_\_\_\_

Do you currently hold a valid First Aid card? \_\_\_ Yes \_\_\_ No If yes, list expiration date \_\_\_\_\_

Please read the attached “Duties and Responsibilities”. Are you in all respects able to adequately perform the duties as described? \_\_\_ Yes \_\_\_ No If no, explain

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Please not any accommodations that may be necessary \_\_\_\_\_

The state requires annual childcare training and we encourage additional hours of professional development .

Are you willing to participate? \_\_\_\_\_

### **Applicant's Certification And Agreement**

I understand that Kids Tech Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, and actual employment. but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. Under the Americans with Disabilities Act of 1991, this program is required to reasonably accommodate individuals with a disability. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying. All paid and volunteer staff members must have a health appraisal before their first involvement in child care work. The appraisal should identify any accommodations required for the staff person to carry out assigned duties per that person's job description. I hereby certify that I have read the job description for the position for which I am applying, and am in all respects, able to adequately perform the essential functions and duties as described.

The pre-employment staff health appraisal must include

- i. Health history.
- ii. Physical examination.
- iii. Dental examination.
- iv. Vision and hearing screening.
- v. Results and appropriate follow-up of tuberculosis (TB) screening using the tuberculin skin test or interferon-gamma release assay once on entry into the child care field with subsequent TB screening as determined by a history of high risk for TB thereafter (eg, foreign born, history of homelessness, HIV infected, contact with a prison population or someone with active TB).
- vi. Review and certification of up-to-date immune status per the current adult immunization schedule on the CDC Web site at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines). Any staff person who is not up to date with current recommended vaccines will be reminded that this is a job-related requirement. Unless an under-immunized employee or volunteer person has a medical exemption for a specific type of vaccine, failure to obtain the vaccines recommended by the CDC is grounds for termination.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Kids Tech Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a criminal record check and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal record check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background and other pre-employment screening information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the facility or on me as a role model for the students. I understand that this is only an application for employment and that an employment position is not being offered at this time.

I am aware that before awarding the position, Kids Tech Academy will conduct the following pre-employment background check on all candidates:

- Social Security Verification;
- Prior Employment Verification;
- Education Verification all levels);
- Residence Verification;
- Criminal Background Investigation – Local, State, & Federal;
- Sexual Offender Database Search.

In addition, candidates for designated positions may also be subject to the following additional types of checks, depending on the requirements of the position:

- Motor Vehicle Record (drivers for field trip or other student transportation);
- Professional Reference Checks;
- State/Federal Civil Litigation, Lien & Judgments (administrative, finance and business office, etc.);
- Credit Verification (administrative, finance and business office, etc.);
- Corporate Filing and Status Search (administrative, consultants, etc.);
- Media Search;
- Professional Licensing Check (instructional, consultants, trainers, and the like).

Kids Tech Academy will maintain a summary of job classifications and applicable categories of inquiry that may be amended as necessary by the school as needs and requirements may evolve.

I certify that all information on this application is correct. It is understood and agreed that any misrepresentation by me on this application will be sufficient cause for cancellation of the application process and/or separation from the company if I have been employed.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## PERSONAL PHILOSOPHY ESSAY QUESTIONS

**\* On separate paper please label and succinctly answer in one or two paragraphs three of the questions below.**

Instructional staff

- A. What are your top three reasons for becoming a teacher?
- B. Why do you wish to teach at Kids Tech Academy?
- C. What do you consider to be the most optimal environment for learning?
- D. What is your philosophy and practice of discipline?
- E. How much do you want to know about your students in order to be most helpful to them?
- F. What is your philosophy and practice regarding learning styles?
- G. What areas do you feel are your strengths? Weaknesses?
- H. What do you believe the role of the parent is in a child's education? How does your belief affect your interaction with parents?
- I. What are the four key components of an effective lesson plan?
- J. Please summarize any additional information that you would like to present regarding your candidacy for this position.

Support staff

- A. What are your top three reasons for going into this line of work?
- B. Why do you wish to work at Kids Tech Academy?
- C. What are the THREE most important qualities you would want a school leader to recognize in you as a potential staff member? Please focus on personal and professional qualities, talents, or experiences unique to you and provide examples and other evidence to support these.
- D. As you search for employment, what are the top THREE characteristics you are looking for in a job or school?
- E. Please summarize any additional information that you would like to present regarding your candidacy for this position.