



Application for Employment

An Equal Opportunity Employer

Thank you for your interest in joining the team at Spectrum Station Early Learning Centers. We are dedicated to providing the highest quality early learning and childcare. We appreciate you taking the time to complete this application. Spectrum Station is firmly committed to the practice of equal employment opportunity. All applications will be given equal consideration regardless of race, sex, age, sexual orientation, marital status, religion or national origin.

All interested applicants are required to complete an application and must include the following information in order to be considered for any position: 1) position applied for and date of application; 2) information required by local, state, and federal laws including social security and eligibility to work in the United States; 3) complete employment history-including previous employers, date of employment, rate of pay, and reason for leaving; 4) applicants signature. All applicants must provide a minimum of three verifiable references.

Name: (Last): _____ (First) _____ (MI) _____ (As listed on Driver License/ID)

Current Address: _____

City: _____ State: _____ County: _____ Zip: _____

Cell Phone: _____ Home/Alternate Phone: _____ Social Security #: _____

The Missouri Department of Health & Senior Services (who licenses child care facilities) requires a State childcare screening and a national fingerprint background check be completed on every new hire as a condition of their employment. The cost of the background check is split between the center and the employee and can be deducted from your first paycheck. In addition, if the employee has lived in any state other than Missouri in the past five years, a state background screening must be conducted in that state as well. Please provide the additional address:

Name: (Last): _____ (First) _____ (MI) _____ (As listed on Driver License/ID)

Previous Address: _____

City: _____ State: _____ County: _____ Zip: _____

What position are you applying for: _____

When are you available to begin working?: _____ Preferred age group?: _____

Full Time?: _____ Part Time?: _____ Scheduling needs/conflicts?: _____

Have you ever been convicted, pled guilty, pled "no contest", or had a withhold adjunction for any felony or misdemeanor? (Do not include minor traffic violations) YES _____ NO _____. If yes, give general details concerning the type, date of crime, date of conviction, penalty imposed, and any other circumstances you deem relevant to understanding the circumstances of occurrence.

Please list County _____ State _____ Month _____ Year _____

Have you ever been sued in a civil action with regard to the death or personal injury or intentional damage to any other person: **YES** _____ **NO** _____
If Yes please give general details concerning the nature of the claim and defenses raised by the parties, the outcome of the action, and any other circumstances you deem relevant to understanding the circumstances of occurrence:

A conviction will not necessarily disqualify you from employment. However, certain crimes/convictions may prohibit an applicant from being considered for employment. These include crimes against children, sexual crimes, or felony charges. Neglect and abuse screenings as well as a extensive national background check will be conducted on each employee upon hire and is a consideration for continued employment.

The state of Missouri requires that employees in child care settings be at least 18 years of age. Are you at least 18? **YES NO**

Do you have a legal right to work in the United States? **YES NO** If **no**, you are not eligible to work at this facility. If **yes**, you must be willing to provide identification/documentation showing proof of citizenship or employment authorization and you identity.

Employment History/References (List most recent references first)

| | |
|--|----------------------------------|
| Company name: _____ | Employment dates: _____ to _____ |
| Supervisor: _____ | Phone: _____ |
| Position held/duties/responsibilities: _____ | |
| Reason for leaving: _____ | |

| | |
|--|----------------------------------|
| Company name: _____ | Employment dates: _____ to _____ |
| Supervisor: _____ | Phone: _____ |
| Position held/duties/responsibilities: _____ | |
| Reason for leaving: _____ | |

| | |
|--|----------------------------------|
| Company name: _____ | Employment dates: _____ to _____ |
| Supervisor: _____ | Phone: _____ |
| Position held/duties/responsibilities: _____ | |
| Reason for leaving: _____ | |

Education (Include any schools/specialized courses/technical school attended)

| School Attended | Dates Attended | Major/Course of Study | Hours/Degree Completed |
|-----------------|----------------|-----------------------|------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Certifications Achieved (CPR, First Aid, Food Handlers Permit, etc.)

| Certifications | Date Achieved |
|----------------|---------------|
| _____ | _____ |
| _____ | _____ |

Please include any other information you would like to be taken under consideration for employment:

Signature: _____ Date: _____

Spectrum Station Criminal Background Screening Release

I authorize the release of all criminal records maintained by local, state and federal criminal bureaus, agencies, and departments, where allowed by law, including child abuse and child protection registries, to SPECTRUM STATION.

I understand that this information will become part of my employment record and may be used to determine my eligibility for employment at SPECTRUM STATION.

I unconditionally release Spectrum Station and any local, state and federal agencies and their agents and/or their employees from any legal liability in any way related to or arising from the provisions or utilization of such records.

A photocopy of this release shall have the same force and effort as the original signed by me:

Applicant's Signature: _____ Date: _____

Applicant's printed name and address: _____

Spectrum Station Reference Check Release

I authorize any person, including but not limited to, any school, current or past employer or organization disclosed in my application, resume, interview, or new hire paperwork, to provide information regarding myself, including information concerning my performance, reputation, character, and fitness to supervise children. This information may exclude medical records/information.

I acknowledge that the information divulged may be used by SPECTRUM STATION to determine my eligibility for employment with Spectrum Station.

I unconditionally release any person, school, employer, organization or entity from any and all legal liability for providing such information and in making statements about my experience and work history to SPECTRUM STATION.

A photocopy of this release shall have the same force and effort as the original signed by me:

Applicant's signature: _____ Date: _____

Applicant Certification Agreement and Release

I understand that any false answers or statements of omissions made by me on this application, or any false statements made to a representative of SPECTRUM STATION during the interview process, will be sufficient grounds for immediate termination, no matter when the information is discovered.

I understand that, if hired, I will comply with all state regulations in the completion of educational courses or in-service classes during the time frames designated by the state licensing agencies. I further understand that failure to complete required educational/in-service requirements may result in removal from the schedule until such requirements are met.

I recognize that employment with SPECTRUM STATION is not for any specific length of time and can be terminated by me or by SPECTRUM STATION at any time, for any reason, with or without cause.

I understand that any potential offer of employment is conditional, pending on the results of criminal background checks, reference checks, child abuse and neglect screenings, and satisfaction of all state licensing requirements. I further understand that SPECTRUM STATION will not tolerate abuse of any kind against a child or parent. Any abuse or neglect of any child will result in immediate termination. In addition, I understand that adequate supervision of children under my care is a requirement of my position. Lack of appropriate supervision of children is grounds for immediate dismissal.

Applicant's signature: _____ Date: _____