



Providing quality Christian childcare

**Office Use Only:**

Interview Date \_\_\_\_\_  
 Position \_\_\_\_\_  
 Start date \_\_\_\_\_  
 Hours \_\_\_\_\_  
 Orientation date \_\_\_\_\_  
 Wage \_\_\_\_\_

## **Application for Employment or Volunteer Service**

This agency does not discriminate\* in its hiring practices on the basis of race, sex, national origin, age or handicap condition. You must be over 16 years old to work with supervision in a childcare facility. You must be over 18 years old to have sole charge of a group of children. Employment or volunteer service in a licensed childcare agency is conditioned on a background check completed by the licensing unit. Upon employment, you will be required to show proof of identity and citizenship.

\*See full non-discrimination statement at our website: [hillcrestkids.com](http://hillcrestkids.com)

Today's Date: \_\_\_\_\_ Date available to work: \_\_\_\_\_

Position Applying For: ☐ Lead Teacher ☐ Support Staff ☐ Substitute

Desired age group: ☐ Toddlers ☐ Preschool ☐ Pre-Kindergarten ☐ K – 5<sup>th</sup> grade ☐ All

Days/Hours available to work: \_\_\_\_\_

Commitment: ☐ Seasonal Summer ☐ September to June ☐ Year round

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

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

City, State, Zip \_\_\_\_\_

Telephone/Cell: \_\_\_\_\_

Are you 18 years or older? \_\_\_\_\_ If not 18, state age. \_\_\_\_\_ Best way to contact: Phone ☐ Email ☐

Are you a citizen of the United States? YES NO

If not a citizen of the U.S., have you the legal right  
& required documents to work in the U.S? YES NO

The following are required for working in a licensed early learning center. If you do not have them yet, we can let you know how to obtain, if hired.

<b><u>DO YOU HAVE A CURRENT:</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Certificate or Degree in Early Childhood Ed?	_____	_____
30 Hours STARS Intro to ECE Class?	_____	_____
Tubercular (TB) Test Result?	_____	_____
Pediatric CPR/First Aid Certification?	_____	_____
Proof of MMR vaccine?	_____	_____
Washington State Driver's License?	_____	_____
Certificate of HIV/AIDS/BBP Training?	_____	_____
Washington Food Service Worker Permit:	_____	_____
Portable Background Check with DCYF	_____	_____

**EDUCATION:**

High School Graduate/General Education Development (GED) Test Passed? \_\_\_\_\_  
Early Childhood Education Coursework in High School? \_\_\_\_\_

**POST HIGH SCHOOL TRAINING** (College, Business School, Military etc.)

NAME/LOCATION: \_\_\_\_\_ CREDITS EARNED: \_\_\_\_\_ DEGREE \_\_\_\_\_ MAJOR//SUBJECT: \_\_\_\_\_

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**CONFERENCES, WORKSHOPS YOU'VE ATTENDED RELATED TO JOB DUTIES**

TITLE OF CONFERENCE/WORKSHOP: \_\_\_\_\_ CLOCK HOURS: \_\_\_\_\_ TRAINER/SPONSOR: \_\_\_\_\_

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**EMPLOYMENT HISTORY:**

**EMPLOYER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

JOB TITLE/DUTIES: \_\_\_\_\_

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SUPERVISOR: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

FROM (Month/Year): \_\_\_\_\_ TO: (Month/Year): \_\_\_\_\_

TOTAL TIME EMPLOYED: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_ LAST SALARY: \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

JOB TITLE/DUTIES: \_\_\_\_\_

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SUPERVISOR: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

FROM (Month/Year): \_\_\_\_\_ TO: (Month/Year): \_\_\_\_\_

TOTAL TIME EMPLOYED: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_ LAST SALARY: \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
JOB TITLE/DUTIES: \_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
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\_\_\_\_\_

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ADDRESS: \_\_\_\_\_  
JOB TITLE/DUTIES: \_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
FROM (Month/Year): \_\_\_\_\_ TO: (Month/Year): \_\_\_\_\_  
TOTAL TIME EMPLOYED: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_ LAST SALARY: \_\_\_\_\_

**PROFESSIONAL/PERSONAL REFERENCES**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## **OTHER RELATED EXPERIENCE**

Have you ever been a camp counselor? \_\_\_\_\_ What age level? \_\_\_\_\_  
Where? \_\_\_\_\_  
Have you ever taught Sunday School? \_\_\_\_\_ What age level? \_\_\_\_\_  
Where? \_\_\_\_\_ Pastor contact information \_\_\_\_\_

### **LIST ANY OTHER EXPERIENCE YOU HAVE HAD IN WORKING WITH CHILDREN:**

### **Personal Characteristics to provide care to children (WAC 110-06-0040)**

	<b><u>YES</u></b>	<b><u>NO</u></b>
Have you ever been convicted of a crime other than a minor traffic violation?	_____	_____
Do you have any impairment (physical, mental, or medical) that would interfere with your ability to perform the job for which you have applied?	_____	_____

**NOTE: If you answered YES to any of these statements please attach a statement of explanation.**

I CERTIFY THAT THE ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT UNTRUTHFUL OR MISLEADING ANSWERS ARE CAUSE FOR REJECTION OF MY APPLICATION OR DISMISSAL IF EMPLOYED. I AUTHORIZE AN INVESTIGATION OF STATEMENTS CONTAINED IN THIS APPLICATION, WHICH WILL ALLOW HILLCREST KIDS TO MAKE AN EMPLOYMENT DECISION. I FURTHER UNDERSTAND THAT I AM APPLYING TO A DRUG FREE WORKPLACE AND MAY BE REQUIRED TO SUBMIT TO TESTING FOR THE PRESENCE OF DRUGS AS A CONDITION OF EMPLOYMENT, AT ANY TIME.

Note: You are applying for an "employment at will" position. Hillcrest reserves the right to terminate the employment relationship with or without cause. Hillcrest Kids is a 501(c)3 nonprofit organization and is exempt from paying State and Federal unemployment taxes and therefore does not pay unemployment benefits.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

### **Things to know if you are hired:**

New hires are required to pay for and complete a Portable Background Check (PBC) and fingerprints via the Department of Children, Youth and Families (DCYF) on-line database called MERIT (Managed Education Registry Information Tool). PBC expire every three years. You will also need to gain ECE Certificate of Specialization within 5 years of employment. More information will be provided, if hired.