

# ANNSWORTH ACADEMY EMPLOYMENT APPLICATION

Annsworth Academy is an equal opportunity employer. This company is dedicated to providing a work environment free of discrimination including but not limited to race, color, creed, religion, age, sex, national origin, marital or military status. Soliciting information is to assess the applicant's abilities to perform the job's duties and responsibilities.

Position applied for: \_\_\_\_\_ Salary requirements: \_\_\_\_\_  
Today's date: \_\_\_\_\_ Date you are available to start work: \_\_\_\_\_  
Specify the hours you are available Monday-Friday: \_\_\_\_\_

Name (First, Middle, Maiden, Last) \_\_\_\_\_ Social Security # \_\_\_\_\_  
Address \_\_\_\_\_  
STREET CITY STATE ZIP  
Home phone: \_\_\_\_\_ Are you 18 years old or older? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EDUCATION

Name of High School: \_\_\_\_\_ Did you graduate? \_\_\_\_\_  
Name of College or Technical School: \_\_\_\_\_  
Attended from \_\_\_\_\_ to \_\_\_\_\_ Did you graduate? \_\_\_\_\_  
Major course of study: \_\_\_\_\_  
List job related training, certificates and degrees. A copy will be required if hired. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY (Please list employment for the previous five years, most recent first.)

1. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
STREET CITY STATE ZIP  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
Employed from: \_\_\_\_\_ to \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
STREET CITY STATE ZIP  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
Employed from: \_\_\_\_\_ to \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
STREET CITY STATE ZIP  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
Employed from: \_\_\_\_\_ to \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT – QUESTIONNAIRE**

*Annsworth Academy is a child development center for children age 18 months - 5 years. Hours: 7:00 a.m. - 6:00 p.m., Monday - Friday, open year round, closing only for major holidays. Our staff MUST BE AVAILABLE for the same schedule five days a week and during public school and college holidays.*

*All Annsworth employees must be physically, emotionally and mentally capable of fulfilling the duties normally performed in a child care setting. These include, but are not limited to lifting small children, participating in games and movement activities, preparing written lesson plans based on Annsworth Academy curriculum, initiating age appropriate activities, and communicating effectively with children, parents and staff members. Attendance at staff meetings and special functions such as Parent Nights are required.*

*The Florida Department of Children and Families requires fingerprinting, background checks, and the 45 Hour Introductory Child Care Training Courses. The preceding is at the employee's expense and must be completed within a specific time period as dictated by law. Any fines incurred for non-compliance will be the responsibility of the employee.*

*Preference will be given to applicants with training in Early Childhood Education, Child Development or the equivalent.*

1. Are you able to work public/university school holidays and/or summer months? \_\_\_\_\_ If no, please explain. \_\_\_\_\_

2. If hired, can you commit to working a minimum of one year in this position? \_\_\_\_\_ Explain: \_\_\_\_\_

3. If an immediate position is not open, would you like to substitute when a regular teacher is out? \_\_\_\_\_

4. What qualifications do you have which will contribute to your success as a teacher? \_\_\_\_\_

5. In what ways do you think you can make a contribution to our center? \_\_\_\_\_

6. How do you stay up to date with the new research and philosophy emerging in the Early Childhood profession? \_\_\_\_\_

7. What is your personal philosophy of a child care center? \_\_\_\_\_

8. What two or three things are most important to you in your job? \_\_\_\_\_

9. Have you ever been convicted of any crime that might disqualify you from working with children? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

10. Have you ever worked in a facility that has had a license denied, revoked, or suspended in any state or jurisdiction, or has been the subject of a disciplinary action, or have you been fined while employed in a child care facility? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

11. Are you able to perform the essential function of this job with or without reasonable accommodation? \_\_\_\_\_ If no, explain: \_\_\_\_\_

12. Do you have any special circumstances that we must be aware of if you were to be offered a position? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

13. Do you have an age group that you prefer to work with? \_\_\_\_\_ Specify that age group and why: \_\_\_\_\_

14. Using your favorite age group, write a lesson plan for a morning or afternoon program, using any developmentally appropriate unit or theme you desire.

Be creative!!

**Lesson plan of a morning/afternoon program: (Use the back of this page if needed)**

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Your signature on this application is an unrestricted authorization to allow Annsworth Academy to check references from previous employers. It is further understood by this applicant that fingerprinting and training is required by law and will be the responsibility of the applicant, if hired. Any fines incurred for non-compliance will be the responsibility of the employee.

I hereby certify that the information given on this employment application is accurate and truthful. I understand that any falsification of information in this application will result in termination or action taken. I agree that, if employed, I will complete the Department of Children and Families requirements in a timely manner. I agree to follow developmentally appropriate practices and the philosophy of Annsworth Academy. I acknowledge that if hired, I will be an at will employee. I will be subject to dismissal or discipline without notice or cause, at the discretion of the employer.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Employment History, Con't.**

Applicant's Name \_\_\_\_\_

Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Job Description: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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