

ANNSWORTH ACADEMY EMPLOYMENT APPLICATION Office/Administrative Staff

Annsworth Academy is a child development center for children ages 18 months - 5 years. Hours: 7:00 a.m. - 6:00 p.m., Monday - Friday, open year round, closing only for major holidays. The Office/Administration staff **MUST BE AVAILABLE** to work a minimum of five days a week, all hours that the center is open, including public school and college holidays, and additional hours as needed to assure that the quality and expectations are maintained at all times.

All Annsworth employees must be physically, emotionally, and mentally capable of fulfilling the duties normally performed in a child care setting. This includes, but is not limited to lifting small children, communicating effectively with children, parents, and staff members. Attendance at staff meetings and special functions is required.

The Florida Department of Children and Families requires fingerprinting, background checks, the 45 Hour Introductory Child Care Training Courses, and various requirements for Director Credentialing. 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 a degree and training in Early Childhood Education, Child Development, or the equivalent, the Director's Credential and prior experience in this specific position.

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 of information is to assess the applicant's abilities to perform the job's duties and responsibilities.

Name: Last	First	Middle	Maiden	Date
Street Address				Home Phone
City, State, Zip				Cell Phone
Social Security #				Date available to start work
Specify the hours you are available to work (Monday-Friday)				Salary requirements
Are you over 18 years old?				

EDUCATION (Copies of diplomas and transcripts will be required if hired)

School	Name and location of school	Course of study	Number of years completed	Did you graduate? Degree earned
High School				
Business/Trade/Technical				
College				
Graduate				

ADDITIONAL TRAINING AND CREDENTIALS (Copies will be required if hired)

	Date received	Expiration date	Level
Florida DCF			
Pediatric First Aid			
Infant/Child CPR			
Florida Child Care Professional Credential (FCCPC)			
National Child Development Associate Credential (CDA – FL NECC)			
Florida Director Credential			

List other relevant training and certificates (Copies will be required if hired): _____

EMPLOYMENT HISTORY (List your present or most recent employer first)

Company Name	Phone
Address	Employed (MM/YY) From _____ To _____
Name of Supervisor	Salary Beginning _____ Ending _____
State Your Job Title and Describe Your Work	Reason for leaving

Company Name	Phone
Address	Employed (MM/YY) From _____ To _____
Name of Supervisor	Salary Beginning _____ Ending _____
State Your Job Title and Describe Your Work	Reason for leaving

Company Name	Phone
Address	Employed (MM/YY) From _____ To _____
Name of Supervisor	Salary Beginning _____ Ending _____
State Your Job Title and Describe Your Work	Reason for leaving

EMPLOYMENT APPLICATION – OFFICE/ADMINISTRATIVE STAFF – QUESTIONNAIRE

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

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

3. What qualifications do you have which will contribute to your success? _____

4. Describe your computer skills: _____

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

6. How do you stay current with the new research and philosophy emerging in the Early Childhood profession? _____

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

8. List three things are most important to you in your job? _____

9. What is your experience with NAEYC accreditation? _____

10. Describe your experience with Early Childhood Curriculums: _____

11. Have you ever been convicted of any crime that might disqualify you from working with children? _____

If yes, explain: _____

12. 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: _____

13. Are you able to perform the essential function of this job with or without reasonable accommodation? _____

