



Arbor Learning Center Application

310 S. Highland St.
Mount Dora, FL 32757
Phone 352-383-6322
Fax: 352-383-6324
arborlearningcenter@yahoo.com
arborlearningcenter.com

POSITION DESIRED _____

DATE _____

DATE AVAILABLE _____

INTERVIEWED BY _____

NAME (First) (Middle) (Last) SPOUSE'S NAME

HOME ADDRESS HOME PHONE

BIRTHDATE SOCIAL SECURITY NUMBER CELL PHONE NUMBER

Full Time or Part Time? _____

If you are not a US citizen, do you have a Visa to work in the US? _____

If yes, what kind of Visa classification?

Visa Registration number: _____ Expiration Date: _____

Has bond or security clearance ever been denied and/or canceled? _____ Yes _____ No

If yes, please explain: _____

Do you have any children? _____ What are the ages? _____

EDUCATION (Attach documentation of qualifying education)

PLACE

DATES

DIPLOMA
CERT, OR DEGREE

Elementary _____

Secondary _____

College _____

Other _____

EXPERIENCE WITH GROUPS OF CHILDREN

(Indicate ages of children, your duties, dates of time you worked in this position, reason for leaving)

Attach documentation of experience working with children.

Have you attended/completed any child care training courses? _____ Yes _____

If yes, please explain: _____

EMPLOYMENT RECORD

NAME _____

SOCIAL SECURITY NUMBER _____

ADDRESS _____

Record of employment past 10 years.

Month/year	Name and Telephone of employer	Position	Reason for Leaving
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			

Ten year employment history. Begin with your most current or last employer. If you have been unemployed in any time within the past ten year, list how you spent your time, e.g. student, housewife, unemployed, etc.

May we contact previous employers? _____ Yes _____ No

Do you have a criminal record? _____ Yes _____ No

If yes, explain: _____

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 or grossly negligent misconduct? _____ Yes _____ No

If yes, explain: _____

Under the Americans with Disabilities Act of 1991, this program is required to reasonable accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews 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 time during the interview process. 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.

Having read the job description for the position for which you are applying, are you in all aspects, able to adequately perform the duties as described? _____ Yes _____ No

If no, please explain: _____

Do you have a valid driver's license? _____ Yes _____ No

If yes, give license number and class of license: _____

Have you had CPR training within the past two years? _____ Yes _____ No

if yes, give expiration date: _____

Have you had first aid training within the past three years? _____ Yes _____ No

If yes, give expiration date: _____

Department of Human Resources requires annual child care training, are you willing to participate? _____ Yes _____ No

I certify that all information on this application is correct. I have not given any false statement concerning my qualification requirements.

Signature: _____

Date: _____

Basic Job Requirements for all Employees

The needs of Arbor Learning Center change on a day-to-day basis depending on such factors as enrollment, attendance or employees and children, and changing requirements from the state. To allow for these changes and maintain state mandated ratios, we must re-assign staff from time to time. When these changes need to be made, we will do so in the best interest of the children to ensure that their needs are met at all times. The following is a list of job requirements demanded of all employees of Arbor Learning Center , and rules of conduct that are to be followed.

All **Employees Must Be Able To Perform** The Following Duties On a Regular Basis:

1. Lift 35 pounds from floor to changing table more than 15 times daily.
2. Be able to deal with the stress that comes from close contact with children every day, and the tension that sometimes comes from conflict with parents.
3. Get down to the children's level (sitting on the floor, stooping and squatting, etc.) and be able to assist children to the highest spot on the playground.
4. Respond to all of the children's needs and to be able to react calmly in an emergency situation with ability to resolve conflict between children.
5. Determine social and physical needs of the children, and determine cognitive and developmental needs as well.
6. Communicate with front desk personnel and with parents in understandable terms in the English language, verbally and in writing.
7. Make sure you read and understand Employee Handbook and are able to adhere to policies, procedures and values of Arbor Learning Center.
8. Be a loyal employee, on and off the clock, and represent Arbor Learning Center in a professional manner.
9. Provide all services offered to parents and children by Arbor Learning Center as specified in the Parent Handbook.
10. Care for and maintain all equipment, materials and supplies in the classroom, on the playground and in the resource room. Complete maintenance checklists and report repairs to director.
11. Create and maintain a positive atmosphere for children and co-workers; maintain a positive attitude, even through difficult situations.
12. Maintain a clean and sanitary environment. Complete housekeeping checklists daily and turn in to the front desk.
13. Make materials readily available to the children to promote their independent sense of learning; encourage children to participate during music, circle time, etc_
14. Keep positive lines of communication open with parents, management, and co-workers.
15. Attend all after-hour staff meetings, functions, and training classes; be attentive so you may be well informed and will be able to answer questions parents and visitors may ask you.
16. Be courteous of parents, co-workers, and most importantly, children. Be attentive to their feelings at all time and speak in a respectful tone.
17. Maintain a professional appearance at all times: clean and appropriate clothes (refer to the employee handbook — "Dress Codes") — REMEMBER: The first thing prospective parents notice about our center is our staff.
18. Be a model for children to follow — they will pick up on and share your feelings. Follow rules that you expect them to follow, speak to them the way they should speak to others, etc.
19. Arbor Learning Center is a smoke free environment. Smoking is prohibited on all center premises including playground and parking lots.
20. Situations that arise at the center are to be considered confidential, and are not to be discussed with other employees, children at the center, and the parents of those children, or other outside parties.

Are you able to fulfill these job requirements? _____ Yes _____ No

Signature: _____

Date: _____