

Gateway Christian Education Center
Application for Employment

Gateway Christian Education Center is an equal opportunity child care center. This is a pre-employment questionnaire & application.

Name _____ Date _____
Last First Middle

Street Address City State Zip Code

Are you at least 18 years old? YES ___ NO ___
Do you have a High School Diploma or GED? YES ___ NO ___
Do you have a valid Driver's License? YES ___ NO ___

Home Phone: _____ Cell Phone: _____

Date Available to work: _____

Type of Employment: Full time ___ Part Time ___ Sub ___

Have you applied with us before? _____ If yes, when? _____

How did you learn of our organization? _____

Do you have any family currently working for The Gateway Christian Education Center? _____
If yes, who? _____

Please explain in one paragraph your reason for desiring employment with Gateway Christian Education Center:

PERSON TO BE NOTIFIED IN AN EMERGENCY: Name: _____ **Phone #:** _____

EDUCATION

Education	Name & Location of School	Years Attended	Did you Graduate?	Area of Study
High School				
College				
Trade, Business, or Correspondence Training				

SPECIAL SKILLS OR CERTIFICATION:

WORK EXPERIENCE

Company Name	Position	Supervisor	Pay Rate	Dates	Phone	Reason Leaving

ESSENTIAL FUNCTIONS

(Please answer yes or no the following question)

1. Any Difficulty standing on feet all day? _____
2. Able to lift 30 pounds from the floor to waist at least 10-15 times per day? _____
3. Able to reach child 20-30 feet away within 15 seconds without danger? _____
4. Able to crouch to child's eye level, sit on floor, and stand? _____
5. Tall enough to reach children on tall equipment? (Such as playground) _____
6. Able to handle stress, tension, and exhaustion that contact with children may bring? _____
7. Able to observe, see, hear, and respond to children's needs that might occur in childcare? _____
8. Communicate effectively in the English language(Verbally and written) _____
9. Able to clean up after a child vomits or bleeds? _____

CHARACTER REFERENCES

Do not include previous employers or relatives

Name	Address	Phone #	Occupation

QUESTIONNAIRE

Please give your opinion on each in the workplace.

1. Promptness: _____
2. Neat & Clean appearance: _____
3. Working cooperatively with staff _____
4. Attending meetings and trainings _____
5. Planning and execution of age-appropriate early child care including art, music, literature, science, and math: _____
6. Providing and maintaining a neat and organized classroom: _____
7. Maintaining records on each child's development: _____

- 8. Having a pleasant and professional attitude toward other employees, parents, and children at all times:

- 9. List 5 characteristics of a pre-school teacher: _____
- 10. What assets would you bring to our center: _____
- 11. What part do you think social media plays in your job (i.e. Facebook, twitter, Instagram, etc.) _____

Agreement:

It is understood and agreed that any misrepresentation by me on this application will be sufficient cause for cancellation of the application and /or for separation from the company if I have been employed. I consent for the Gateway Christian Education Center to conduct a criminal background check and understand that the results of that report may determine my employment.

Signed _____ **Date:** _____