



For office use only

Date Hired: _____ Ending Wages: _____
Position: _____ Terminated? _____ Quit? _____ 2 wks notice? _____
Full Time: _____ Hours: _____ First Day of Employment _____
Part Time: _____ Hours: _____ Last Day of Employment _____
Starting Wage: _____ Orientation Date: _____

Today's Date _____ Date of Interview _____
Name _____
Home Phone # (____) _____ Cell Phone # (____) _____
Present Address: _____ City: _____
State _____ Zip Code _____ Is this your permanent address? _____
S.S.# _____ Driver's License: _____

Position applied for: _____ Full Time _____ Part Time AM _____ PM _____
Minimum acceptable salary: _____ When could you report to work: _____
Age preference: _____ Hours preferred: _____
Can you work as early as 6:30am _____ As late as 6:15pm _____

Educational Background

High School: _____ Degree? _____ GED? _____ Year _____
Address: _____ City: _____
College: _____ Degree _____ Year _____ Major _____
Address: _____ City: _____
Graduate School: _____
Address: _____ City: _____
Are you planning to further your education? No _____ Yes _____ When _____ In what field? _____
List any organization to which you belong?(educational or professional) _____

Do you have any special talents or interest? (Please list) _____
Do you speak any languages other than English? (Please list) _____
Do you have a current CPR & First Aide Card? Yes _____ No _____ Expiration _____
Are you licensed to drive a school bus? Yes _____ No _____
Do you have a Food Handler's Card? Yes _____ No _____

The Texas Department of Family and Protective Services requires that all staff must obtain at least 24 clock hours of training annually, exclusive of CPR and First Aide. Are you willing to fill the required training on your own time? _____

Are you willing to attend weekly staff meetings? _____

Have you ever been involuntarily terminated from a place of employment? If so, please explain _____

Previous work experience – List the last 4 employers. (Please complete; attaching a resume will not suffice.)

1. Name _____ Phone (____) _____
Address _____ City _____
Position _____ From _____ To _____ Reason for leaving _____
Starting wage _____ Ending wage _____ Supervisor's Name _____

2. Name _____ Phone (____) _____
Address _____ City _____
Position _____ From _____ To _____ Reason for leaving _____
Starting wage _____ Ending wage _____ Supervisor's Name _____

3. Name _____ Phone (____) _____
Address _____ City _____
Position _____ From _____ To _____ Reason for leaving _____
Starting wage _____ Ending wage _____ Supervisor's Name _____

4. Name _____ Phone (____) _____
Address _____ City _____
Position _____ From _____ To _____ Reason for leaving _____
Starting wage _____ Ending wage _____ Supervisor's Name _____

References – List three references, not including former employers or relatives.

1. Name _____ Phone No. (____) _____
Address _____ Occupation _____
2. Name _____ Phone No. (____) _____
Address _____ Occupation _____
3. Name _____ Phone No. (____) _____
Address _____ Occupation _____

During the past 20 years have you been convicted of or plead guilty or no contest to a felony charge? Yes _____
No _____ If yes, explain _____

How would you describe your general health? _____

Working in a preschool environment requires you to be able to lift a minimum of 35 pounds, scoop, sit on the floor, etc. Are there any restrictions that would limit your ability to work with the children at our school or the amount of time you can spend at work? _____

Blue Ivey/Galaxy Ranch Schools are an Equal Opportunity Employment Companies dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin or physical challenges.

I authorize Blue Ivey/Galaxy Ranch Schools to inquire as to my record of any or all persons and of my former employers listed above. In the event of my employment with Blue Ivey/Galaxy Ranch Schools, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation two weeks prior to date effective. Should I fail to do so, I understand the hours remaining on my final paycheck will be paid at minimum wage. It is my understanding that my first six months of my employment are probationary and if my services have not proved satisfactory, my employment may be discontinued without prejudice.

"I certify that I have fully and accurately answered all questions and have given all information requested in this application for employment and I understand that any wrong or incomplete information on the form may disqualify me from further consideration for employment or, if discovered after I am hired, may be grounds for my immediate dismissal. I understand that all such information is subject to verification by the Company and hereby give my consent to the Company to investigate my background and qualifications using any means, sources and outside investigators at its disposal. I agree to undergo any type of drug and/or alcohol testing that the Company may require at any time. Finally, I understand that submission of this application does not necessarily mean that I am hired and that if I am hired, my employment will be at will and either I or the Company may terminate my employment at any time, with or without notice or reason."

Applicant's Signature _____ Date _____

Please respond to the following questions with a written response.

1. Abigail, a five-year-old, is trying to fasten the clasp on the necklace she has found in the playhouse. You sit next to her and discover she is squeezing the wrong part of the clasp. What can you do to help her? As a preschool teacher, you _____

2. Olivia, who just turned two, takes Christen's crackers during snack time. Christen begins to whimper and then cry. As a toddler teacher, you say: _____

3. Mr. Smith has two children who attend our school full-time. One is in Preschool 2, at a rate of \$846 per month. The other is in Pre-Kindergarten at a rate of \$780 per month. Under the sibling discount, he receives a 10% discount off the least expensive child. His youngest child also does Stretch 'N Grow at \$17 per month. What is his monthly charge?

4. Blair's eyes are crossed. He is seven years old and comes to the center after school to be with other school aged children. Some of the children call him "Crazy crossed eyes," as a caregiver, you:

5. Johnny refuses to wear his jacket when he goes out to play on a warm day. His mother insists he wear the jacket and asks if Johnny has worn it. What should you tell the mother when she asks if he has worn it? _____

6. You are a van/bus driver for the center. You have just picked up children from public school and you are driving in a busy street when the bus breaks down. What do you do? _____

7. Give a scenario when you had a conflict with a co-worker or a supervisor. How did you resolve the situation? _____

8. Krista and the other three year old children are outside playing with your supervision. You are the only teacher with your class of thirteen. Krista falls off the play equipment and is lying on her back and says her back is hurting. What do you do? _____

9. Describe what exceptional customer service means to you. _____

