

Giggles Preschool & Daycare, Inc.
1320 Culver Drive NE, Ste. 10
Palm Bay, Florida 32907

GPD, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, religion, age, marital status, or disability. Giggles Preschool & Daycare, Inc., offers equal opportunity and treatment to all employees and applicants for employment. This application will be held on file for six months from the date signed.

Application for Employment
Today's Date: _____

PLEASE PRINT CLEARLY

Your Name:	Social Security Number:
Address:	Home Number:
	Cell Number:

Position Applying for:	Salary Desired:
Desired Work Days:	How did you hear about us? <small>Newspaper / Phone book / Friend / Employee / Magazine</small>
Have you applied previously: Yes or No	If yes, when?
Date available to start:	
Driver License Number:	

Education~ School & Address:

	Years Attended	Degree/Year	Major/Minor	# Credits
High School:				
College:				
University:				
Trade:				

Certification, Licenses & Training: List only if related to job

	Certificates	Expiration Date:	Obtained:
First Aid			
CPR			
Trainings			
Professional Licen			

Special qualifications, skills, course, volunteer work, and licenses that relate to the position you are applying for:

References: List name and telephone number (including area code) of 3 business/work references that are not related to you and are not listed as your Supervisor.

Name: Address: Phone number: Number of years known: Relationship:
Name: Address: Phone number: Number of years known: Relationship:
Name: Address: Phone number: Number of years known: Relationship:

Work Experiences: List jobs starting with present or most recent position

Employer Name: Address: Start/End Date: Position held/Salary: Reason for Leaving: Supervisor's Name & Phone Number:
Employer Name: Address: Start/End Date: Position held/Salary: Reason for Leaving: Supervisor's Name & Phone Number:
Employer Name: Address: Start/End Date: Position held/Salary: Reason for Leaving: Supervisor's Name & Phone Number:
Employer Name: Address: Start/End Date: Position held/Salary: Reason for Leaving: Supervisor's Name & Phone Number:

May we contact your current and/or present employers? Yes or No
If you answered no, please explain:

EMERGENCY CONTACT INFORMATION:

Please list the name, address, and phone number of two people we may contact in case of an emergency.

Name: Address: Phone Number(s) : Relationship:
Name: Address: Phone Number(s) : Relationship:
Name: Address: Phone Number(s) : Relationship:

AUTHORIZATION FOR BACKGROUND CHECK

Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process. I, _____, hereby authorize Giggles Preschool & Daycare, Inc. to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Giggles Preschool & Daycare, Inc. will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Signature of Applicant

Date

Applicant's Name Printed

You are required to complete a Criminal Records Check, fingerprinting screening, and numerous training requirements.

Will you fulfill these requirements as specified by the Laws of the State of Florida?

YES NO

Have you ever been convicted of a felony or been investigated for child abuse or neglect?

YES NO

If you answered YES, please explain:

General Information

In compliance with Giggles Preschool & Daycare, Inc. policies, no person shall be hired or retained as a staff member, paid or volunteer, who has:

- Been convicted of or admitted to or been the subject of substantial evidence of an act of child battering, child abuse or child molesting.
- Used alcohol or drugs such that its effects are apparent during working hours that children are in care (random drug testing may be enforced)
- Been convicted for or admitted to any felony or any offence involving moral turpitude.

I am aware that a background study will be performed before I can be hired. I authorize investigation of all statements contained in this application and I understand that false facts may lead to dismissal of employment.

In the event of my employment with Giggles Preschool & Daycare, Inc., I agree to comply with all the policies and procedures and the duties and responsibilities that are assigned to my current position.

I understand that events and situations that may arise at Giggles Preschool and Daycare, with a student, parents and/or employee shall remain confidential and not release to the public. The public includes personal friends and family.

In the event I should terminate my employment, I agree to file my written resignation two weeks prior to the date I will be leaving. I understand that the first three months of my employment are probationary and if my services have not proved satisfactory, my employment may be discontinued on a week's notice without prejudice.

I certify that the facts contained in this application are true and complete to the best of my knowledge I release the company from all liabilities for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the forgoing, unless it is in writing and signed by any authorized company. If hired, I understand that in the state of Florida I am considered an at will employee and may be terminated by Giggles Preschool & Daycare, Inc. at any time without any reason.

Applicant's Signature _____ **Date** _____

**** FOR APPLICANTS WITH CHILDREN WHO
WILL BE ATTENDING THE CENTER ****

Giggles Preschool & Daycare, Inc.
1320 Culver Drive NE, Ste. 10
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Outline for Employees Children

1. Employee's children may attend during their scheduled hours. No enrollment registration or yearly registration is required.
2. The fee is 75% the regular tuition fee, per child (for children 2 and up). Children of 1 years old will pay regular tuition. Tuition payment is expected every week.
3. Employee's children must stay with their assigned teacher. They cannot leave to be with you and you cannot leave your class to be with them. This is also when they are being disciplined. Respect and confidence must be given to their teacher just as other parents give to you.
4. Physical & Immunization record, and Student Application is required.
5. The same rules and policies of any Student that is attending the Center applies to you and your child.

I understand, respect, and agree to comply with Giggles Preschool & Daycare policies in regard to my child(ren).

Employee Signature

Date

Provider Signature

Date

***** FOR TEACHER POSITION ONLY *****

Giggles Preschool & Daycare, Inc.
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Teacher Agreement

I understand that Giggles Preschool & Daycare, Inc. cannot guarantee my employment and/or hold a position at the Center and that my employment with Giggles can be terminated at anytime with no explanation.

However, changing teachers in the middle of year is devastating to a child.

I understand that if I am hired as a teacher, I agree to stay and hold my position at Giggles Preschool & Daycare, Inc. for 1 year.

After the 1 year has expired, the contract can be renewed for another year, if I so desire to continue my employment with Giggles.

I understand that Giggles could terminate my employment before the agreed contract expires, if I do not follow the Center's rules and policies; this includes maintaining my certificates and/or license(s) up-to-date. I also understand that my employment with Giggles could end early due to a lay-off, reduction of hours, or if I was dismissed due disciplinary issues. I understand that my employment with Giggles can be terminated early.

Contract is for school year: _____

By signing this document, I acknowledge that I have read and understand the Teacher Agreement.

Employee Signature

Date

Provider Signature

Date

Employment Questionnaire

1. Why would you like to be hired for this position?

2. List at least two of your strengths:

1. _____
2. _____

3. List at least two of your weaknesses:

1. _____
2. _____

4. From your past experience, what are some of your likes and dislikes in caring for children or working in a child care setting?

Likes: _____

Dislikes: _____

5. Is there any reason you would not be able to lift, change diapers, or do other child care duties? Yes _____ No _____

7. Have you supervised other staff? Yes/No _____ How many? _____ How long? _____

8. Describe an incident in which you needed to use behavior management techniques:

9. How did you handle the above situation?

10. Rate yourself from 1-10 (**10 being EXCELLENT**) on the following:

1- Organization: _____

(example: Do you take out supplies & not put them back? Will you know where your class attendance list is? Can you line up 12 students without losing their attention? Are you able to do Lesson Plans? If so, are you able to do them 2 weeks in advance? Are you the kind of person that has things scattered all over the room? After the students clean up the toys, will you go back and make sure there in their correct bins or do you just ignore it?

2- Punctuality: _____

(example: Can you be here at least 10 minutes early to prepare yourself for the day? Will you come back late from lunch? Will you say to yourself "oh well, I'm only 3 minutes late today? If the student eat at 11:00am, will you bring the students 10 minutes early or is the Director looking around for you because you are not ready? Can you follow the daily schedule? Can you keep your schedule and come in when you are suppose to or do you have too much on your plate already? Will your personal life interfere with your work schedule?

3- Creativity: _____

(example: Of course we are not asking you to be Picasso, however, art/songs/books are all part of learning. Creativity is very important and needs to be done everyday. Do you know kid songs? Can you cut paper? Can you draw basic pictures? Can you think of an activity at the last minute?

4- Cleanliness: _____

(example: Cleanliness is super important! We have students that have allergies & some with asthma, so all the Teachers have to always be clean: pet hair-free, dust free, & stain/smell free & smoke free. Can you keep the class clean? Can you dust the shelves in the classroom if needed? If diaper changing is needed, can you change a diaper/pull up? If a student has a dirty nose, do you ignore it or clean it? What will you do if a student comes in smelling rough, clothe are dirty & you don't think he took a bath? Are you clean? We all need to look presentable- we have a dress code- will that be a problem for you?

5- Handle Criticism: _____

(example: Can you handle the Director or Lead Teacher asking you to do something a different way? Do you get offended easily? If you are corrected in a positive manner, will you get offended, say "ok" & then turn around & be upset about it, say "ok" and not do it, or say "ok" and then talk about that person behind her back?

6- Team Player: _____

(example: If a Teacher is absent & you are asked to take a couple of her students, will you have a good attitude about it? Will you say "ok" and then roll your eyes later? Will you say "ok" and then be short & rude to the students? If the person who cleans is out, do you have a problem helping out? If a teacher calls out last minute and you are aware of it and you can take some of her students, will you stay quiet & hope that the Director doesn't give you anymore students or will you automatically go and gather some of her students? Do you like gossip? As long as the Director isn't "watching" you or she is not around, would you let the students do what they want and as soon as she walks in you start acting like you are working hard? Do you get along with people in general?

7- Memorization: _____

(example: Can you remember how many students are in your class? Can you remember the daily routine? Can you remember what time you need to be up front with your students for lunch? Can you remember if a child came in with that bruise the day before? How fast will it take you to memorize the students name?

8- Trust: _____

(example: Trust is a big one here! We need to be able to trust you. We need to know that the little ones are in good hands. Are you sneaky? Will you say one thing and end up doing something else? If no one is in the room, will you let the students do what they want instead of following the schedule? During bathroom time, they are suppose follow some rules, like put their shirts underneath their neck so their shirt doesn't touch their private area- will you follow that or let them do what they want? Will you ask someone else to clock you in? Will you clock back in, even though you are not done with your lunch? Lets say the students came in from outside playtime, you know they need to wash their hands, but today you are a bit slow- you decide to skip the hand washing, is this you? You notice a child urinated on his sheet during nap, do you let the Director know or do you place it back in the cubby and pretend you didn't see it?

9- Dedication: _____

(example: Are you here because you have to or do you want to be here? Can you take the time to whole-heartedly teach the students? Can you arrange the toys back to their spot or do you just place it where you see an empty area? Can you take the time to potty train or is it not on your list of goals? Do you like to talk to children? Can you talk to children? Can you listen to them and find out why they are acting the way they are? If a child is crying, do you just put them in timeout and tell him/her to be quiet? If 2 kids are fighting over a toy, will you take the time to find out what happened and to explain what good choices are?

10- Personality: _____

(example: Are you a morning person? Do you normally get along with your peers? If another co-worker does something to you that you felt uncomfortable, do you ignore it or do you confront her? Do you laugh all the time and never take anything serious? Are you the kind of person that tells all your personal business? Are you honest?