

HAPPY TIME PRESCHOOL & DAYCARE
3520 Ansborough Ave. Waterloo, Iowa 50701
319-235-6783 htdirector@cvcc.net

APPLICATION FOR EMPLOYMENT

Name _____
Address _____
City, State, Zip _____
Daytime Phone # _____
Evening Phone # _____
Cell Phone # _____ Email address _____
Are you at least 16 yrs of age? Yes _____ No _____
Are you over 18 yrs of age? Yes _____ No _____

Position Desired

____ Full Time
____ Part Time
____ How many hours a week do you prefer?
____ Office Staff
____ Teacher
____ Teacher Assistant
____ Kitchen Staff

Which age group(s) do you prefer? (Infants through elementary)
First Choice _____ Second Choice _____ Third Choice _____

Availability

We are open from 6:30AM-5:30PM, Monday through Friday.

Please list when you are available to work.

Please list when you prefer to work:

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____

Certification

I am currently certified in:

____ Infant CPR ____ Child CPR ____ Adult CPR ____ First Aid
____ Blood borne Pathogens/Universal Precautions ____ Child Abuse-Mandatory Reporter

_____ I am not currently certified in some/all of the above areas, but am willing to obtain certification.

Military Experience:

Branch	Dates of Service
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Education

Type of School	Name	Location	Years Attended	Graduated/Major
High School				
College				
Other				

Experience

Child Care Experience:

Employer's Name	Employer's Address	Dates Employed	Position Held	Reason for Leaving

Work Experience:

Employer's Name	Employer's Address	Dates Employed	Position Held	Reason for Leaving

Because we are first and foremost a ministry of Cedar Valley Community Church (Bible believing Church), we teach our children Christian principles and values from the Bible. It is also vitally important that each member of the Happy Time staff be a Christian and be committed to living as a witness for Jesus Christ to everyone we come into contact with at Happy Time. Please share with us how you would help implement your faith in our work setting

Please list all areas of experience and/or training that might enhance your ministry and work at Happy Time. _____

The Happy Time staff is required to be very dependable and reliable. You would need to be here on time and as scheduled each day. Please explain how you would make this happen.

Please discuss any compensation expectations that you have. You can list any past experience and the pay that you received if you wish. _____

We are required to work with a lot of people (staff, parents, children, etc...). Please explain the importance of team work and communication to keep a healthy/positive work environment.

Any other personal or professional information that you feel would be important to us in considering you for employment: _____

When would you be able to start? _____

How many years do you hope to be in this position? _____

If you are a college student, will you be available to continue working through:

_____ Christmas Break (closed Christmas Eve and Christmas Day)

_____ Spring Break

_____ Summers

References* * Please attach your resume & letter of intention. Please do not include family/friends.

Name	Address	Phone & Email	Relationship

I hereby give Happy Time Preschool/Daycare permission to contact my references & to administer a background check through the Department of Human Services.

Initial_____

To the best of my knowledge, the facts set forth in this application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient for dismissal.

SIGNATURE _____

DATE _____

