

FRUIT & FLOWER CHILD CARE CENTER

HIRING PROCESS

Thank you for applying at Fruit & Flower Child Care Center. We appreciate your interest. Please read this form carefully, as it outlines our hiring procedure.

1. You must complete and submit an employment application. The form must be completely filled out, with dates where indicated. Incomplete applications will not be considered, even if accompanied by a resume. **Applications that are completed on-line or on a computer must be printed out and signed by applicant and returned to Fruit & Flower Child Care.**
2. The administrator responsible for the hiring will review your application for appropriate education, experience, and related qualifications.
3. Please have correct phone numbers on your application. Your references WILL be contacted.
4. Applicants whose qualifications seem most appropriate will be contacted for an interview. Some applicants may have more than one interview.
5. Successful candidate for the position must pass an Oregon Criminal History Check, and possibly an FBI finger print test. This is in addition to having more than one reference contacted.
6. As part of the interview process, applicants may be asked to try out the position for an established period of time.

POSITION WILL BE OFFERED TO THE CANDIDATE WHO, IN ADDITION TO MEETING ALL OF THE ABOVE CRITERIA, SEEMS MOST LIKELY TO BE A 'GOOD FIT' FOR THE CURRENT TEAM, OUR PROGRAM, AND THE ENROLLED CHILDREN AND FAMILIES.

FRUIT & FLOWER IS AN EQUAL OPPORTUNITY EMPLOYER

AUTHORIZED RELEASE FOR INFORMATION

I _____ am applying for
(PLEASE PRINT YOUR NAME)
employment with Fruit & Flower Child Care Center. I understand that Fruit & Flower has a need to ask my prior employers about my performance and conduct on the job and that my prior employers have a legitimate interest in providing this information to Fruit and Flower. I understand further that as part of the application process, Fruit & Flower intends to contact my prior employers to obtain information regarding my work-related performance and conduct. I authorize my prior employers and their agents to provide this information to the Center and I agree to hold them harmless and release them from any claims, including claims for defamation, for providing this information to Fruit & Flower.

(SIGNATURE)

(DATE)

EMPLOYMENT EXPERIENCE

Start with your present or last job.

1.

Employer	Phone	<u>Dates Employed</u> From To		Work Performed
Address				
Job Title				
Supervisor		<u>Salary</u> Start Final		If in child care, list age groups worked with, hours worked per week and whether facility was licensed:
Other Reference				
Reason for Leaving				

2.

Employer	Phone	<u>Dates Employed</u> From To		Work Performed
Address				
Job Title				
Supervisor		<u>Salary</u> Start Final		If in child care, list age groups worked with, hours worked per week and whether facility was licensed:
Other Reference				
Reason for Leaving				

3.

Employer	Phone	<u>Dates Employed</u> From To		Work Performed
Address				
Job Title				
Supervisor		<u>Salary</u> Start Final		If in child care, list age groups worked with, hours worked per week and whether facility was licensed:
Other Reference				
Reason for Leaving				

If you need additional space, please use back.

Special Skills and Qualifications acquired from employment or other experience. – Please Summarize in the box below.
(Include Food Handlers Card number and expiration date and First Aid or CPR certification dates).

--

EDUCATION

	HIGH SCHOOL				COLLEGE / UNIVERSITY*				GRADUATE / PROFESSIONAL			
SCHOOL NAME												
YEARS COMPLETE	9	10	11	12	1	2	3	4	1	2	3	4
DIPLOMA – DEGREE												
DESCRIBE COURSE OF STUDY												
CLASSROOM APPLICANTS: List ECE courses:												

*Transcript may be required at time of hire.

State any additional information you feel may be helpful in considering your application:

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and policies of Fruit & Flower Child Care Center.

Signature of Applicant

Date