



Fruit & Flower

JOYFUL LEARNING SINCE 1906

2378 N.W. Irving Portland, Oregon 97210
503-228-8349

HIRING PROCESS

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

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.
2. The administrator responsible for hiring for this position will review your application for appropriate education, experience, and related qualifications.
3. Applicants whose qualifications seem most relevant will be contacted for an interview. Some applicants may have more than one interview.
4. Successful candidates for this position must pass an Oregon Criminal Background Check, and will be fingerprinted. This is in addition to having at least two references contacted.

FRUIT & FLOWER IS AN EQUAL OPPORTUNITY EMPLOYER

AUTHORIZED RELEASE FOR INFORMATION

I _____ am applying for employment with Fruit and Flower Child Development Center. I understand that Fruit and Flower intends to contact my prior employers/references about my performance and conduct on the job. I authorize my prior employers/references to provide this information to Fruit and Flower and I agree to hold them harmless and release them from any claims for defamation, for providing this information to Fruit and Flower.

Signature

Date

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Date of Application _____

Position(s) Applied for _____

Are you willing to be a substitute? Yes ___ No ___

Name _____
Last First Middle

Address _____
City State Zip Code

Telephone (____) _____ Email _____
Area Code

Have you filed an application here before? Yes ___ No ___ If yes, give date _____

Have you ever been employed here before? Yes ___ No ___ If yes, give date _____

Are you employed now? Yes ___ No ___ May we contact your present employer? Yes ___ No ___

On what date would you be available for work? _____

Are you over the age of 18? Yes ___ No ___

Are you authorized to work in the United States? Yes ___ No ___
(Proof of citizenship or immigration status will be required upon employment)

Have you ever been convicted of a felony? Yes ___ No ___

Have you ever been convicted of any sex-related or abuse crime involving children? Yes ___ No ___

Are you enrolled in the state of Oregon's Criminal History Registry? Yes ___ No ___
(To be considered for employment, your enrollment is required. Further information is available at the front desk.)

Do you have a current Food Handlers Card? Yes ___ No ___

I am fit for duty physically and mentally. I use proper lifting techniques and I am able to lift and hold children up to 40 pounds in both standing and sitting positions. I am able to stoop, crawl, kneel and bend in order to play with children, to speak to children at the child's eye level, pick up toys and equipment from the floor, and able to evacuate children in case of an emergency. Yes ___ No ___

Employment history: Start with your current/most recent position.

Employer _____	Phone _____	Dates Employed From _____ To _____
Job Title _____		Work Performed _____
Supervisor _____		_____
Other Reference _____		_____
Reason for Leaving _____		_____
If in Child Care, list age groups worked with, hours worked per week. _____		

Employer _____	Phone _____	Dates Employed From _____ To _____
Job Title _____		Work Performed _____
Supervisor _____		_____
Other Reference _____		_____
Reason for Leaving _____		_____
If in child Care, list age groups worked with, hours worked per week. _____		

Employer _____	Phone _____	Dates Employed From _____ To _____
Job Title _____	Work Performed	
Supervisor _____	_____	
Other Reference _____	_____	
Reason for Leaving _____	_____	
If in child Care, list age groups worked with, hours worked per week.		

EDUCATION

High school Name	Years Completed	Diploma-Degree	Course of Study
_____	9 10 11 12	_____	_____
College/University	Years Completed		
_____	<u>1</u> <u>2</u> <u>3</u> <u>4</u>	_____	_____
Graduate School	Years Completed		
_____	<u>1</u> <u>2</u>	_____	_____
List ECE Courses:			

Transcript may be required at time of hire			

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

Please List Two Additional References

Name _____ Phone Number _____

How long have you known this person _____

In what capacity do you know this person _____

Name _____ Phone Number _____

How long have you known this person _____

In what capacity do you know this person _____

APPLICANT'S STATEMENT

I certify that answers given are true and complete 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 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 and Flower Child Development Center.

Signature of Applicant

Date