



## **APPLICATION FOR EMPLOYMENT**

### **AN EQUAL OPPORTUNITY EMPLOYER**

Kids R Kids is a full service Learning Academy. Each center is individually owned and operated by families, such as your own, who wish to provide today's parents a quality learning experience. At Kids R Kids we teach the often underestimated art of preschool education along with the needs and expectations of parents and children. Kids R Kids is rated one of the top ten Learning Academies throughout the United States. If employed, we will expect you to perform at a level that rates among the highest in the nation. Thank you for considering Kids R Kids for your employment needs.

#### **Equal Opportunity Policy**

Kids R Kids is an equal opportunity employer. In all our employment practices, including hiring, we firmly commit to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability, or any other basis of discrimination prohibited by applicable local, state or federal law. We use no question on this application for the purpose of limiting or excluding any applicant's consideration for employment on such grounds.

### **ANSWER ALL QUESTIONS. WE WILL REJECT INCOMPLETE APPLICATIONS.**

#### **CRIMINAL HISTORY**

*Prior to conducting a background investigation, the Center will provide you with a release form that complies with the Fair Credit Reporting Act and any applicable state law.*

Applicants must **not** include any information about arrests, nor any convictions that were sealed, eradicated, erased, annulled, or expunged, or convictions that resulted in referral to a diversion program when responding to these two questions.

Have you ever plead no contest, nolo contendere, or guilty to a misdemeanor crime, or been convicted of a misdemeanor crime?

\_\_\_ Yes \_\_\_ No

Have you ever plead no contest, nolo contendere, or guilty to a felony crime, or been convicted of a felony crime?

\_\_\_ Yes \_\_\_ No

Are any charges currently pending against you or any final dispositions being withheld?

\_\_\_ Yes \_\_\_ No

Have you ever been a defendant in a civil suit on an intentional tort (assault, battery, false imprisonment, invasion of privacy, intentional infliction of emotional distress, intentional wrongful death)?

\_\_\_ Yes \_\_\_ No

NOTE: Answering "yes" to any of these questions does not constitute an automatic bar to employment. The Center will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by law.

If you answered yes to any of the preceding questions, please explain and give dates and full details for each incident:

**NOTE: We may require additional information if driving is an essential function of the job applied for.**

## DRUG POLICY

**NO DRUG USE POLICY:** Kids R Kids does not hire persons who use illegal drugs. All persons hired at Kids R Kids may be subject to periodic tests for illegal drugs.

I hereby certify that I (check one) do ☐ do not ☐ use illegal drugs.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICANT'S CERTIFICATION

I am able to adequately perform the job duties for which I am applying; I will comply with all state requirements for initial certification and continued certification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PERSONAL INFORMATION

Application Date \_\_\_\_\_ Social Security Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Emergency Contact \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_ Emergency Contact Relationship \_\_\_\_\_

Are you at least 18 years of age? ☐ Yes ☐ No If no how old are you? \_\_\_\_\_

Would you be known to any other employer, school or reference under another name? ☐ Yes ☐ No

If yes, indicate what names \_\_\_\_\_

Specify the position you are applying for? (More than one is acceptable, "Any" is unacceptable)

☐ Director ☐ Assistant Director ☐ Lead Teacher ☐ Assistant Teacher ☐ Nutritionist ☐ Bus Driver ☐ Other

If you are applying for a teaching position, what is your preferred age group to work with? \_\_\_\_\_

Salary/Wage expected \_\_\_\_\_ Employment desired: ☐ Full time ☐ Part Time ☐ Temporary

If hired, when are you available to start employment? \_\_\_\_\_ Hours desired? \_\_\_\_\_

Have you ever filled out an application or been employed here before or at another Kids R Kids? ☐ Yes ☐ No

If yes, when and where? \_\_\_\_\_

Do you have any relatives or friends working at any Kids R Kids? Yes ☐ No ☐

Give name and relationships \_\_\_\_\_

Are you currently on leave or suspended pending investigation for any act or action that would prevent you from caring for children under any law or regulation issued by the Texas Department of Family and Protective Services?

☐ Yes or ☐ No

If yes, give all details.

### Professional References

Legal considerations require us to request that you do not include your minister, pastor, or other religious person, any relatives, or significant other. Please provide references who are familiar with your professional skills and abilities by experience.

Name	Address	Telephone	Occupation	Relationship

### Military Service

Branch \_\_\_\_\_ Highest Rank \_\_\_\_\_ Date Entered \_\_\_\_\_  
Date Discharged \_\_\_\_\_ Type of discharge \_\_\_\_\_  
Are you in a Reserve Unit? \_\_\_ Yes \_\_\_ No

### Education

	Name	City/State	Major Area of Study	Degree
High School				
College				

Are you current in CPR & First Aid training? \_\_\_ Yes \_\_\_ No

Do you hold any certificates for child care training? \_\_\_ Yes \_\_\_ No

Please list certificates

How did you hear about us?

Friend Website Advertisement Relative Texas Workforce Commission

### Work History

**Please account for the last 10 years of employment. If you need more space, use the Notes section.**

- Employer \_\_\_\_\_ From \_\_\_\_\_ Starting Salary \_\_\_\_\_  
Address \_\_\_\_\_ To \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Supervisor's Name & Phone # \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Were you ever disciplined or discharged? \_\_\_ Yes \_\_\_ No If yes, explain: \_\_\_\_\_

### Work History (continued)

- Employer \_\_\_\_\_ From \_\_\_\_\_ Starting Salary \_\_\_\_\_  
Address \_\_\_\_\_ To \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Supervisor's Name & Phone # \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Were you ever disciplined or discharged? \_\_ Yes \_\_ No If yes, explain: \_\_\_\_\_
  - Employer \_\_\_\_\_ From \_\_\_\_\_ Starting Salary \_\_\_\_\_  
Address \_\_\_\_\_ To \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Supervisor's Name & Phone # \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Were you ever disciplined or discharged? \_\_ Yes \_\_ No If yes, explain: \_\_\_\_\_
  - Employer \_\_\_\_\_ From \_\_\_\_\_ Starting Salary \_\_\_\_\_  
Address \_\_\_\_\_ To \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Supervisor's Name & Phone # \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Were you ever disciplined or discharged? \_\_ Yes \_\_ No If yes, explain: \_\_\_\_\_
- Explain any employment gaps \_\_\_\_\_  
What is your philosophy in educating preschool children? \_\_\_\_\_

### Other

Smoking is not permitted in the center, on the premises, on the buses, or in conjunction with any sponsored event.

Do you have access to transportation? \_\_ Yes \_\_ No

Do you have children that will attend Kids R Kids? \_\_ Yes \_\_ No

If yes, please list name and birthday: Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_  
Birthday \_\_\_\_\_ Birthday \_\_\_\_\_ Birthday \_\_\_\_\_ Birthday \_\_\_\_\_

Would you be willing to participate in a training program for teachers? \_\_ Yes \_\_ No

Are you involved in any extracurricular activities, if yes please list: \_\_\_\_\_

### **Agreement and Certification**

I hereby certify that the facts set forth in this employment application (and accompanying resume if provided) are true and complete to the best of my knowledge, and I agree and understand that any misrepresentation of information or failure to disclose information during the employment application process may disqualify me from further consideration for employment and, if employed, will subject me to **immediate** dismissal. If I am offered employment, I understand I may be required to submit to a physical examination designed to determine whether I am able, with or without reasonable accommodation, to perform the essential functions of the job offered, as passing this physical examination. I further understand that any misrepresentation of information or failure to disclose information at the time of my physical may result in employment disqualification or **immediate** dismissal.

I understand that in connection with my application for employment an inquiry into my background may include an investigative consumer report, which provides applicable information concerning character, general reputation, personal characteristics, credit report and mode of living. I understand that I have the right to make a written request, within a reasonable period of time for information as to the nature and scope of any such report.

If employed, I agree to conform to all Kids R Kids rules and regulations and all Federal, State, and local rules and regulations. In this regard, I understand that Kids R Kids may at its discretion, conduct searches of lockers, lunch boxes, tool boxes, clothing, purses, briefcases, vehicles, desks, work areas, and other personal or Kids R Kids property, and I hereby consent to such search. I also understand and agree that either I or Kids R Kids may terminate my employment at will and at any time, with or without cause or notice. I hereby disclaim the existence of any contract of employment either express or implied.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from Kids R Kids and still wish to be considered for employment, I understand that it will be necessary for me to submit a new application.

If offered employment I will be required to sign an offer letter describing the conditions of employment and a Non-Compete and Confidentiality agreement.

I certify that I am a true and bona fide job applicant, honestly interested in the positions for which I have applied, and am seeking employment with Kids R Kids solely to provide me the benefits of a job and for no other purpose.

I agree and understand Kids R Kids and its agents may investigate or seek information concerning my background and/or previous employment, whether of record or not. I further agree and understand that if employed, Kids R Kids may at any time seek any information from whatever source which in its discretion it deems relevant to my employment. Accordingly, I hereby authorize the previous employers and references listed in my application, any medical facility or related personnel, or any other source contacted by Kids R Kids to give Kids R Kids any and all information concerning my previous employment, my medical condition or any medical treatment, or any other information they may have, personal or otherwise. I hereby release Kids R Kids agents, any previous employers, any medical facility or related personnel, and any other persons or entities what so ever involved in such an investigation or inquiry from all liability of any kind, including any damages on account of the furnishings of such information.

I further understand that my Criminal History check will be sent in the day of the interview and my employment at Kids R Kids will be determined once the background checks have been received.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes: