



# University Community Childcare

100 University Village  
Ames, IA 50010  
(515)294-9838

## Childcare Staff Employment Application

### PERSONAL

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 email address \_\_\_\_\_  
 Home phone number \_\_\_\_\_ If hired, can you show proof of age? \_\_\_\_\_  
 Cell phone number \_\_\_\_\_  
 Why are you applying for this job? \_\_\_\_\_  
 When could you begin work? \_\_\_\_\_ What hours could you work? \_\_\_\_\_  
 Which age group of children do you prefer to work with? \_\_\_\_\_  
 Are you available as a substitute? \_\_\_\_\_  
 If yes, what hours? \_\_\_\_\_

### EDUCATION

*(please attach resume and letters of reference as available)*

Name/location of institution	From	To	Major subjects	Diploma/Degree
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### Early Childhood Continuing Education

*(please continue on another page if you'd like)*

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**WORK HISTORY** (start with most recent employer)

<b>Employer</b>	_____	<b>Duties</b>	_____
Supervisor	_____		_____
Address	_____		_____
Phone number	_____		_____
Kind of business	_____		_____
Your job position	_____		_____
Dates employed	_____		_____

May we contact employer to verify information? \_\_\_\_\_  
\_\_\_\_\_

<b>Employer</b>	_____	<b>Duties</b>	_____
Supervisor	_____		_____
Address	_____		_____
Phone number	_____		_____
Kind of business	_____		_____
Your job position	_____		_____
Dates employed	_____		_____

May we contact employer to verify information? \_\_\_\_\_  
\_\_\_\_\_

<b>Employer</b>	_____	<b>Duties</b>	_____
Supervisor	_____		_____
Address	_____		_____
Phone number	_____		_____
Kind of business	_____		_____
Your job position	_____		_____
Dates employed	_____		_____

May we contact employer to verify information? \_\_\_\_\_  
\_\_\_\_\_

Work experiences in public service; please include volunteer work, practicums, etc.

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**GENERAL**

What qualities do you possess that would make you an asset to this program?

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Have you ever been discharged or asked to resign from any position? \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Work Status: U.S. Citizen \_\_\_\_\_ Other (please indicate Visa type) \_\_\_\_\_

Do you have a work permit? \_\_\_\_\_

Expiration date of current work permit \_\_\_\_\_

*(Must be current to be employed by UCC.)*

Please describe your previous work experiences with children.

What you liked; didn't like and why?

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*(please continue on another page if you'd like)*

What are your professional goals in the next 3 to 5 years?

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*If the information that I have provided you is incorrect or untrue, I understand it may be grounds for denial of application or termination of employment.*

Name \_\_\_\_\_ Date \_\_\_\_\_

## EMPLOYEE/SUBSTITUTE/VOLUNTEER STATEMENT

Name

Employment Date

I (check one)  **DO**  **DO NOT** have any criminal convictions (to include deferred judgments, even if discharged) of any law in any state.

(If “**DO**” is checked, briefly explain the circumstances.)

I (check one)  **DO**  **DO NOT** have any founded or confirmed reports of child or adult abuse or neglect in any state.

(If “**DO**” is checked, briefly explain the circumstances.)

I (check one)  **DO**  **DO NOT** have any communicable diseases or health concerns that would pose a threat to the health, safety, or well-being of the children.

(If “**DO**” is checked, briefly explain the circumstances.)

I (check one)  **HAVE**  **HAVE NOT** been informed of my responsibilities as a mandatory reporter of child abuse.

I (check one)  **AM**  **AM NOT** under the influence of alcohol, illegal drugs, prescription or nonprescription drugs that could impair driving ability.

Signature

Date

**Reference Check Form**

(for applicant to complete)

Please read through the following reference check form. Choose at least 3 references of former employers you are willing to let us contact.

Name/address	Phone	Occupation
1		
2		
3		

How would your reference or former employer answer the following questions? Please answer the questions the way you think your reference would answer them.  
*(Choose one reference/former employer)*

Reference name

Dates in your employment

What was your relationship with the applicant?

Position held

Responsibilities

Why did applicant leave your employment?

Would you rehire?

Please comment about applicant regarding:

Dependability

Initiative

Ability to work cooperatively in a team situation

Ability to receive and act on constructive criticism

Ability to communicate effectively with and show respect for staff at the center

Ability to maintain confidentiality

Ability to behave responsibly when under stress

I give my permission for a representative of University Community Childcare to contact former employers and references as listed on my application.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**University Community Childcare  
Applicant Survey**

University Community Childcare is committed to the principles of Equal Employment Opportunity and Affirmative Action. To evaluate our EEO/AA program, we must collect information about job applicants. Please share some information about yourself to assist us in doing this. This information is used exclusively for program evaluations and reporting requirements. It will never be connected to you as an individual applicant in any of the pre-employment processes.

Please circle the correct answer.

- A. What sex are you?
  - 1. male
  - 2. female
- B. What is your age:
  - 1. 18 or younger
  - 2. 19-29
  - 3. 30-39
  - 4. 40-49
  - 5. 50-59
  - 6. 60-69
  - 7. 70 or older
- C. What is the highest level of education you have attained?
  - 1. 0-8 years
  - 2. 9-12 years, but not a high school graduate
  - 3. High school graduate or GED?
  - 4. Post high school vocational or business school training?
  - 5. Some college, less than BA or BS degree
  - 6. BA, BS or similar undergraduate degree
  - 7. MA, MS or similar graduate degree
  - 8. PhD, or similar professional degree
  - 9. MD or similar professional degree
- D. Of which racial/ethnic group do you consider yourself a member?
  - 1. White
  - 2. Black or African American
  - 3. Native Hawaiian or other Pacific Islander
  - 4. American Indian or Alaskan Native
  - 5. Asian
  - 6. Hispanic or Latino
- E. Do you consider yourself to be physically disabled to the extent that it substantially limits one or more work related activities?
  - 1. No
  - 2. Yes, vision impaired, not correctable to better than 20/70.
  - 3. Yes, physically disable, orthopedic: significant impairment or loss of one or both arms or legs, trunk or back or spine.
  - 4. Yes, hearing impaired, not correctable with a hearing aid.
  - 5. Yes, physically disabled, non-orthopedic; includes, but is not limited to, stroke, diabetes, arthritis, cerebral palsy, epilepsy, spina bifida, heart disease, muscular dystrophy, multiple sclerosis, or respiratory disease.
  - 6. Yes, mentally disabled.
  - 7. Yes, speech impaired.
  - 8. Yes, substance abuse.
  - 9. Yes, multiple disabilities.
- F. How did you learn about this job?
  - 1. Job Service of Iowa
  - 2. State agency
  - 3. Friend
  - 4. Newspaper
  - 5. Other advertisement
  - 6. Other

## Recruitment and Selection Policy

In recruitment and selection of staff members, all equal employment opportunity rules and regulations will be followed.

The Center will actively recruit protected class persons and make every attempt to hire, retain and promote such qualified persons.

The authority to employ staff members is delegated to the Executive Director of the Center. In the event of an opening for the Executive Director, an ad hoc Executive Search Committee shall be established by the Chairperson of the Board of Directors. The procedure for hiring is listed below.

1. All applications received will be kept on file for three months.
2. When a position opens, ads will be placed. All employment advertisements will contain the phrase: "Equal Opportunity/Affirmative Action Employer" when identifying the Center. All recruitment advertisements will be placed in the news media which are non-discriminatory. All advertised vacancies in primary news sources shall also be advertised in sources having significant minority circulation if the primary source has limited minority circulation.
3. Employment applications will be screened based on education and experience.
4. Applicants will be interviewed using a standard set of interview questions. The applicant who is chosen will be contacted by phone. At this point, the applicant will be asked to meet with the Executive Director to answer any questions.
5. All other applicants will be notified by letter. Applicants that are still desirable for positions will be notified that their application will be kept on file.

## Equal Opportunity Employment Policy

University Community Childcare affirms its commitment to the Civil Rights Act of 1964 and Amendments of 1972 and the State of Iowa Civil Rights Act of 1965, to insure Equal Opportunity. This commitment will be implemented through a program of Affirmative Action.

The Center's Equal Opportunity Employment Policy is as follows: "No person shall be excluded from employment, discouraged from seeking employment, or their right of services or benefits by the Center on the basis of race, color, creed, national origin, sex, age, religion, physical or mental disability, or political affiliation." Bona fide occupation requirements may involve selective hiring on the basis of sex, age, physical or mental disability.

The policy of non-discrimination for any reason of race, color, creed, national origin, sex, age, religion, physical or mental disability or political affiliation applies specifically to the following areas of concern, though not limited to them:

1. Services to our clients, the manner of providing those services and the continual seeking of means to better serve our clients.
2. Recruitment, selection, assignment and promotion of employees, provisions of benefits to them; consideration to individual conditions of their employment.

All persons involved with selection or management of employees or volunteers, or in aiding or serving clients within the agency will be held accountable for complying with this policy of non-discrimination.

An employee of University Community Childcare, applicant, or client requesting or receiving services who has reason to believe he/she has been discriminated against may file a complaint by submitting a Discrimination Complaint form. For assistance, you may contact a member of the Board of Directors or the Iowa Civil Rights Commission (515)281-3501.