

Loving Arms Child Care Center



Shepherding Hearts – Teaching Minds

1241 N. Ridge Road, Wichita, KS 67212 / Ph. 316-722-1912 / Fax 316-722-3117

www.LACCCKS.com

Employment Application

Name _____ Date of Application _____
Last First Middle

Address _____ E-Mail _____

City, State, Zip _____ Phone _____

POSITION DESIRED

Please circle desired program

Infants Toddlers Preschool Secretary Kitchen Substitute

Please circle position

Lead Teacher Assistant Teacher Substitute

EDUCATION

Circle the highest grade completed 8 9 10 11 12 GED College 1 2 3 4 5+

List all schools attended beginning with high school

School	Location	Dates Attended	Graduation Date	Degree/Major

Describe any other special training you have which you feel is pertinent to the position. Give dates, locations, and the name of the organization or agency sponsoring the training. _____

List any professional licenses or certificates you presently hold, or professional organization to which you belong. _____

EMPLOYMENT AND EXPERIENCE *List all positions in the last 5 years unless 1 job covered the last 5 years; then, list past 3 employers. Begin with the most recent. Attach additional sheet if needed.*

Start Date	End Date	Position	Employer and Address	Phone Number	Reason for Leaving

Describe the duties of each position held in the area of child care services or duties relating to the applied position. _____

Describe any other relevant experience or skills you have had, including volunteer work. Give details, location, supervisor, etc. _____

Please list any previous employers that may **NOT** be contacted with a brief explanation. _____

Please list 3 persons, other than relatives, that can attest to your character, work ethic, and talents with children.

Name	Relationship	Address	Phone Number

GENERAL INFORMATION

Personal

What recreational/organizational activities do you participate in (sports, church, volunteer)? _____

What do you do to relax? _____

Are you a United States citizen or alien legally authorized to work in the United States? Yes No

Licenses/Certificates

Do you have a current valid Kansas driver’s license? Yes No

Circle medical certificates that you hold that are up-to-date. CPR First Aid Other

If other, please explain _____

Have you ever been licensed to care for adults or children by Kansas or by any other state? Yes No

What did your license specialize in? _____

When were you licensed? _____

At what location? _____

Criminal Charges

Have you ever been denied a license or registration to care for adults or children, or has such a license ever been revoked or suspended? Yes No

If “Yes”, when, where, why, and in what type of child care was the application denied or license revoked? _____

Have you ever had a child for whom you were legally responsible (natural, foster, or adopted child) removed from your home by the State of Kansas or child welfare agency in another state? Yes No

If yes, please explain _____

Have you ever been convicted of a felony? Yes No

If yes, please explain _____

Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense, on parole or probation? Yes No

If yes, please explain _____

HEALTH

Do you have any condition that may limit the performance of the position applied for? Yes No

If yes, please explain _____

How often do you exercise? _____

CHURCH AFFILIATION

All employees of Loving Arms Child Care Center are expected to be members of a Christian Church or pursuing membership in a Christian Church. With this in mind, please fill out the following:

- 1. Are you a member of a Christian Church? Yes No
- 2. Are you attending a Christian Church? If so, which one?

- 3. How often do you attend?

Every Sunday Once or Twice a Month Less than Once a Month

- 4. If you do not have a church home, we would like to invite you to attend a Bible Information Class here at Messiah (weekly classes for about six months). Can we let you know when our next class begins?

Applicant's Statement
Please Read Carefully

I certify that this information contains no willful misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge and belief. I hereby authorize Loving Arms Child Care Center to contact the persons listed as references and I understand that Loving Arms may contact others listed or not listed, and, at any time, to seek verification of any and all information contained herein.

I understand and agree that nothing contained in this application for employment or in any pre-employment interview is intended to or shall create a contract between Loving Arms and myself. I further understand that a criminal records check will be conducted on me as part of the hiring process and I do consent to any such check.

I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. A photocopy or facsimile of this authorization shall be as valid as the original.

I have read and understand the above provisions, and agree to them. This is a legal document and I understand that I may consult with an attorney prior to signing it if I feel it is necessary.

Signature of Applicant

Date