

# Meadow Oaks Academy

## Staff Application

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**For Office use only**

Date Hired: \_\_\_\_\_

Date Terminated: \_\_\_\_\_

Starting Wages: \_\_\_\_\_

Ending Wages: \_\_\_\_\_

Position: \_\_\_\_\_

Re-Hire: Yes \_\_\_\_\_ No \_\_\_\_\_

Full Time: \_\_\_\_\_

Part Time: \_\_\_\_\_

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Today's Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Is this your permanent address? \_\_\_\_\_

SS#: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Age preference: \_\_\_\_\_

Full Time: \_\_\_ Part Time: \_\_\_ AM \_\_\_ PM \_\_\_ Hours available: \_\_\_\_\_

Can you work as early as 6:30 am? \_\_\_\_\_ As late as 6:15 pm? \_\_\_\_\_

Minimum acceptable salary: \_\_\_\_\_

When could you report for work: \_\_\_\_\_

### **Educational Background**

High School: \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

College: \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_ Major \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Graduate

School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Are you planning to further your education? Yes \_\_\_ No \_\_\_

When \_\_\_\_\_ In what field? \_\_\_\_\_

(Educational or Professional)

List any organizations to which you belong?

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Do you have any special talents or interests? (Please list) \_\_\_\_\_

Do you play an instrument? \_\_\_\_\_ If yes, please list \_\_\_\_\_

Do you like to sing? \_\_\_\_\_

Do you have a current CPR & First Aide Card? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a Commercial Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a Food Handler's Card? Yes \_\_\_\_\_ No \_\_\_\_\_

The Texas Department of Protective and Regulatory Services require that all staff must obtain at least 15 clock hours of training annually, exclusive of CPR and First Aide. Are you willing to fill the required training on your own time? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to attend weekly staff meetings? Yes \_\_\_\_\_ No \_\_\_\_\_

### **Previous Work Experience – List the last employers three**

1. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Position: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Reason for

Leaving: \_\_\_\_\_

\_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Position: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Reason for

Leaving: \_\_\_\_\_

\_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Position: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Reason for  
Leaving: \_\_\_\_\_  
\_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_

**References** – List three references, not including former employers or relatives.

1. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_

Have you ever been convicted of a crime or felony? If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you describe your general health?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been seriously injured? Yes \_\_\_ No \_\_\_ If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any physical or personal limitations on the type of work you can do with children at school or the amount of time you can spend at work? Yes \_\_\_ No \_\_\_ If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meadow Oaks Academy is an Equal Opportunity Employment Company dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, or physical challenges.

I authorize Meadow Oaks Academy to inquire as to my record of any or all persons and of my former employers listed above. In the event of my employment with Meadow Oaks Academy, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation two weeks prior to date effective. It is my understanding that my first three months of employment are probationary, and if my services have not proved satisfactory my employment may be discontinued without prejudice.

Print Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The information requested below is needed for insurance, etc. and is not used for hiring purposes. We are an Equal Opportunity Employer dedicated to a policy of non-discrimination, Employment on any basis including race, creed, color, age, sex, religion, national origins, or physical defects.

Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Spouses Name: \_\_\_\_\_

Name and Ages of Children:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Texas Drivers License No.: \_\_\_\_\_

New state laws require all teachers to be fingerprinted prior to working with children. The cost of fingerprinting is \$44.20. Are you willing to obtain/pay for fingerprinting as needed? Yes \_\_\_\_ No \_\_\_\_

Do not write below this line

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Please respond to the following questions with a written response.

1. Abigail, a five year old, is trying to fasten the clasp on a necklace she has found in the playhouse. You sit next to her and discover she is squeezing the wrong part of the clasp. What can you do to help her?

As a preschool teacher, you: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Olivia who just turned two takes Christens crackers during snack time and Christen begins to whimper and then cry.

As a toddler teacher, you say: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Mikaela, who is six years old, is printing a message on a special card she is preparing for Mother's Day. She asks you to write the message, "I LOVE YOU" on the card.

As a schoolers teacher you say: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Blair's eyes are crossed. He is seven years old and comes to the center after school to be with the other school aged children. Some of the children call him "Crazy crossed eyes".

As a care giver, you: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Johnny refuses to wear his jacket when he goes out to play on a warm day. His mother insists he wear the jacket and asks if Johnny has worn it. What should you tell the mother when she asked if he had worn his jacket?

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6. You are a van/bus driver for the center and you just picked up the children from public school. You are driving on a busy street when the bus breaks down. What do you do?

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7. Zachary, a two year old is playing with Avery when in a moment's time he bites her on the arm. As a toddler teacher, what do you do with Avery?

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What do you say to Zachary? \_\_\_\_\_

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8. Krista and the other three year old children are outside playing with your supervision. You are the only teacher with your class of thirteen. Krista falls off the play equipment and is lying on her back and says her back is hurting. What do you do?

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