

Rollins Family Childcare LLC Application for Employment
Circle One: Room to Bloom ELCC or Rollins Family Childcare LLC

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

Below is what is required to be attach the following with application:

- Resume
- Cover Letter
- High school diploma, High school transcript, letter stating you're in high school
- College transcripts (copies-unless otherwise specified)
- College Degree
- Training certificates
- Other qualifications

Below are the required documents or visitations needed prior to being offered a position at Rollins Family Childcare LLC

- Application for employment
- Minimum of three references/ letters of reference
- Child protective background check
- Criminal Background check
- 3 lesson/ activity plans (Teachers only)

Below are the required documents on day of orientation

- Immunization Record
- Maine Roads to Quality Registry completed and filed.
- Letter of Introduction to Families

Trainings required before you are able to work with

children. Health -Health and Safety Basics

-Mandated Reporter:

Trainings required within the first six months:

-CPR & First Aid

CPR and First Aid Certification? Yes _____ No _____

-Blood Borne Pathogens

-30 hour training from Maine Roads to Quality

Position Applied For

Days/Hours Available

Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

Hours Available: from _____ to _____

What date are you available to start work? _____

Desired Wage: _____

EMPLOYMENT HISTORY:

Present Or Last Position:

Position Title: _____

From: _____ To: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Responsibilities:

Ending Salary: ___ May We Contact Your Present Employer? **Y/N**

Reason for Leaving:

References:

Name _____ Relationship _____

Phone Number: _____ Phone Number: _____

Email Address: _____

___ I have notified my reference that they will be receiving a phone call

Name _____ Relationship _____

Phone Number: _____ Phone Number: _____

Email Address: _____

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Application Questionnaire

What was your favorite job & why?

Describe a time when you had to make a tough choice. What did you have to choose between and why did you choose it?

Provide a detailed example of a time you demonstrated leadership.

What would your most recent supervisor have to say about you?

What accomplishment are you most proud of in your personal or professional life?

If money were no object, what would you do as your career?

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature

Date

Review By _____

