



823 Towne Court
 Saginaw, Texas 76179
 (682) 286-9662
 www.EndlessDiscoveriesCDC.com

APPLICATION FOR EMPLOYMENT

Name _____

Mailing Address _____
(Street) (City) (State) (Zip)

Home Phone _____ Cell Phone _____

Email Address: _____

Position for which you wish to apply: _____

Full-time Part-Time Summer Temporary

Date available for work: _____

Are you available to work any time as scheduled between the hours of 6:30 a.m. and 6:00 p.m.? Yes No

If No, please indicate the times you are available to work: _____

What days are you unable to work? _____

Are you at least 18 years of age? Yes No

Can you provide proof of age, if requested? Yes No

Have you ever been convicted of a felony, have a pending felony charge, or been subjected to a deferred adjudication on a felony charge? Yes No

Note: If your answer is "Yes," please explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case(s). A conviction may not disqualify you, but a false statement will.

To your knowledge, are you related to any child currently enrolled or any associate currently employed in this program? If yes, please list names and relationships:

EDUCATION:

Indicate Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate from high school or receive GED? Yes No

Type of School	Name and Location of School	Dates Attended	Date Graduated	Major Fields of Study
Undergraduate Colleges or Universities				
Technical, Vocational, or Business Schools				

EMPLOYMENT HISTORY:

Note: Begin with your current or last position and work back to your first. Please give a brief summary of responsibilities and experience for each position.

Employer: _____ Position Title: _____

Address: _____

Employer's Phone Number: _____

Immediate Supervisor Name & Title: _____

May we contact this employer? Yes No If No, please explain: _____

Full-time Part-Time Summer Temporary

Starting Date: _____ Leaving Date: _____ Current/Final Salary: _____

Summary of Experience and Responsibilities: _____

Specific reason for leaving: _____

Employer: _____ Position Title: _____

Address: _____

Employer's Phone Number: _____

Immediate Supervisor Name & Title: _____

May we contact this employer? Yes No If No, please explain: _____

Full-time Part-Time Summer Temporary

Starting Date: _____ Leaving Date: _____ Current/Final Salary: _____

Summary of Experience and Responsibilities: _____

Specific reason for leaving: _____

Employer: _____ Position Title: _____

Address: _____

Employer's Phone Number: _____

Immediate Supervisor Name & Title: _____

May we contact this employer? Yes No If No, please explain: _____

Full-time Part-Time Summer Temporary

Starting Date: _____ Leaving Date: _____ Current/Final Salary: _____

Summary of Experience and Responsibilities: _____

Specific reason for leaving: _____

LICENSES AND TRAINING:

Please list any licenses or certifications held by you at the present time. This includes CPR/First Aid.

License/Certification	Date Issued	Date Expires	Issued By

Special Training/Skills/Qualifications: _____

REFERENCES:

Name	Title	Company	Phone Number

Please answer the following questions briefly but succinctly in the space allotted. You may be asked to expand upon your answers in an interview.

Why have you chosen to work in the Early Childhood Education field?

What do you find rewarding about working with children and families?

When you walk past a classroom, you notice a respected veteran teacher handling a child roughly, pulling the child's arm, sitting the child harshly into a seat, and speaking with an inappropriate tone and attitude. You are the only witness to this incident, what would you do?

A child in your classroom has been bitten. The mother of the child is furious and demands to know who bit her child and even goes as far as to threaten legal action if the identity of the child who bit her child is not disclosed immediately. How would you handle this parent?

Endless Discoveries Child Development Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

DISCLOSURE:

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided.

- I certify that all the information provided by me in connection with my application is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire, or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand that Endless Discoveries Child Development Center will be completing a background check.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release such parties from all liability from any damages which may result from furnishing such information to you.

Department of Family and Protective Services (DFPS)

Form 2971
Revised Oct 2013

CHILD CARE LICENSING REQUEST FOR BACKGROUND CHECK

CCL

“Texas law gives you the right to know what information is collected about you by means of a form you submit to a state government agency. You can receive and review this information, and request that incorrect information about you be corrected by contacting your licensing representative.”

<input type="checkbox"/> Initial		<input type="checkbox"/> 24 Month Check		<input type="checkbox"/> Fingerprint Check Required		<input type="checkbox"/> FBI Results in DPS Clearinghouse	
Social Security Number				ID Type - Drivers License or ID Number -State			
First Name			Middle Name		Last Name		
Street Address			City		State		Zip
County		Telephone No. (A/C)		Date of Birth		Gender <input type="checkbox"/> M <input type="checkbox"/> F	
You must list any other city in Texas where this person has been a resident, and any addresses, including county, where the person has lived outside of Texas in the previous five years:							
Relationship of person to requestor <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Caregiver <input type="checkbox"/> Director <input type="checkbox"/> Foster parent <input type="checkbox"/> Household Member <input type="checkbox"/> Licensed Administrator <input type="checkbox"/> Other Staff <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer <input type="checkbox"/> Other:							
For Foster/Adoptive Homes only: Relationship between child/children to be placed and the foster/adoptive parent(s) or prospective foster/adoptive parent(s) <input type="checkbox"/> Relative <input type="checkbox"/> Fictive Kin <input type="checkbox"/> Unrelated							
Date Hired /Used by the Operation/Agency		Ethnicity (must accompany race) <input type="checkbox"/> Hispanic <input type="checkbox"/> Other		Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Unable to Determine		<input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/ Pacific Islander	
Other names used (married, maiden, etc.) First Name			Middle Name		Last Name		

Applicant's Signature: _____ Date: _____

Endless Discoveries Child Development Center, LLC is an "AT-WILL" employer. The "AT-WILL" employment relationship affords the employee the right to resign for any reason. Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice. The "AT-WILL" employment relationship may not be altered by any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by an authorized executive of Endless Discoveries Child Development Center, LLC.