



## **Play Centers, Inc.**

**1517 York Road Lutherville, Maryland 21093-5611**

**Wendy Sharp, Personnel Director**

**Phone Number 410.296.4880, Ext. 107 • Fax Number 410.296.0801**

**E-mail Address WSharp@playcenters.org**

Today's Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ How did you hear about this opportunity? \_\_\_\_\_

Have you ever been employed by us? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, Month and Year: \_\_\_\_\_ Program/Location: \_\_\_\_\_

### **Personnel Information:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: (including house number) \_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ E-Mail Address (optional): \_\_\_\_\_

Which of the following are you? (Check all that apply)

16 Yrs of Age: \_\_\_\_\_ 18 Yrs of Age: \_\_\_\_\_ 21 Yrs of Age: \_\_\_\_\_

Are you legally eligible to work in the United States? Yes: \_\_\_\_\_ No: \_\_\_\_\_

### **Employment Information:**

Have you been certified in First-Aid? Yes: \_\_\_\_\_ No: \_\_\_\_\_

\*If yes, Expiration Month: \_\_\_\_\_, Year: \_\_\_\_\_

Have you been certified in CPR? Yes: \_\_\_\_\_ No: \_\_\_\_\_

\*If yes, Expiration Month: \_\_\_\_\_, Year: \_\_\_\_\_

\*Copies of certification must be provided, if hired.

Position you are interested in applying for, if availability is open (check all that apply):

Pre-School Aide: Yes: \_\_\_\_\_

Pre-School Infant/Toddler Teacher: Yes: \_\_\_\_\_

Pre-School Teacher: Yes: \_\_\_\_\_

School-Age Aide: 7:00 – 9:00 A.M. Yes: \_\_\_\_\_

School-Age Aide: 3:00 – 6:00 P.M. Yes: \_\_\_\_\_

School-Age Teacher: 7:00 – 9:00 A.M. Yes: \_\_\_\_\_

School-Age Teacher: 3:00 – 6:00 P.M. Yes: \_\_\_\_\_

\*School-Age Director (Elementary): Yes: \_\_\_\_\_

\*School-Age Director (Middle): Yes: \_\_\_\_\_

\*School-Age Floater: Yes: \_\_\_\_\_

*\*Having immediate access to an operational vehicle is a requirement of this position.*

Preferred hours worked per week: Part-time: \_\_\_\_\_ Full-time: \_\_\_\_\_

Hourly Pay Rate desired: \$ \_\_\_\_\_.

If no regular positions are currently available, are you willing to substitute? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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**Education:**

Type of school	Name of school	School Location	Number of years completed	What year did you graduate?	Did you receive a diploma or degree?
High School					
College					

Have you taken any additional training/ classes related to this job/field, i.e. Infant/Toddler Certification, 45hr Certification, 90hr Certification? If so, please list: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please answer the following questions:**

1. If you are hired as an employee of Play Centers, Inc., are you available to attend occasional A.M. or P.M. staffing meetings/educational trainings outside of your work schedule?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

2. What are your personal goals in seeking employment in the child care field? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. What do you think is the most important part about teaching children? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. What talents do you have to offer to the children of Play Centers, Inc.? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. When working with other employees, what do you think is your most valuable asset?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**Previous Work Experience:** (begin with your most recent employer)

Company Name	Telephone Number	Start and Finish Dates	Job Title	Supervisor's Name	Pay Rate	Reason for Leaving
		To: _____ From: _____			\$____.____	
		To: _____ From: _____			\$____.____	
		To: _____ From: _____			\$____.____	

I grant permission to Play Centers, Inc. to contact any of the above previous employers.  
 Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Personal References:** (Please do not include relatives)

Reference's Name	Number of Years Known	Telephone Number	E-mail Address (optional)

Have you ever been charged with or adjudicated for a crime involving a child, cruelty to animals, domestic violence, or a weapons or firearms violation; a sex offense; a violent crime classified as a felony; abduction or kidnapping; child or adult abuse; child confinement; manufacturing or selling illegal drugs, or possession with intent to do so; perjury; pornography; or reckless endangerment? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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I understand that Play Centers, Inc. follows an “employment at will” policy, in that I or Play Centers, Inc. may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this “employment at will” policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of Play Centers, Inc. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that all phases of employment with Play Centers, Inc. are based strictly upon the qualifications of the individual as related to the work requirements of the position. The policy is applied without regard to race, sex, color, religion, national origin, citizenship, ancestry, age, handicap, veteran status, or marital status, or any other protected category, as this company is an EQUAL OPPORTUNITY EMPLOYER.

I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that Play Centers, Inc. will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I understand that the Employee Polygraph Protection Act generally prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient caused for dismissal or refusal of employment.

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

Your Signature: \_\_\_\_\_

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

\* Play Centers, Inc. has the right to disregard this Application if it has not been completed in its entirety.