

**STEPPING STONES CHILDREN'S CENTER  
APPLICATION FOR EMPLOYMENT**

Applicant's Full Name: \_\_\_\_\_ Date \_\_\_\_\_

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

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

Permanent Address (if different from current address): \_\_\_\_\_

\_\_\_\_\_

Work History (beginning with most recent position):

1. Company: \_\_\_\_\_ Position: \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Responsibilities included: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

2. Company: \_\_\_\_\_ Position: \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Responsibilities included: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

3. Company: \_\_\_\_\_ Position: \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Responsibilities included: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

4. Company: \_\_\_\_\_ Position: \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Responsibilities included: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

If last 4 positions do not cover past five years of employment, attach a separate sheet of paper that includes information for additional jobs.

Educational Experience:

Highest level of education: \_\_\_\_\_

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

Course study: \_\_\_\_\_

Any course work that may apply to the position you are seeking: \_\_\_\_\_

\_\_\_\_\_

What position are you applying for?

Teacher \_\_\_\_\_ Teacher's Aid \_\_\_\_\_ Cook \_\_\_\_\_ Assistant Director \_\_\_\_\_

What personal qualities do you feel would make you a good candidate for this position (be specific):

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What professional experiences do you feel would make you a good candidate for this position (be specific):

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What is the average number of hours you wish to work each week: \_\_\_\_\_

If you are a student, or are seeking part time employment, what hours are you available?

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

Stepping Stones pays an hourly wage. What rate range do you feel you need to fall into, to work for this company: from \_\_\_\_\_ to \_\_\_\_\_ per hour

How do you view the position you are applying for in terms of longevity: \_\_\_\_\_

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What benefits do you hope to realize from obtaining this position:

Personal

Short term: \_\_\_\_\_

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Long term: \_\_\_\_\_

\_\_\_\_\_

Professional

Short term: \_\_\_\_\_

Long term: \_\_\_\_\_

\_\_\_\_\_

Why are you interested in working in the child care profession: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why are you interested in working for this company: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List 3 references which includes your working relationship with them, the employing company, and a phone number that Stepping Stones has your permission to contact. These references should not be close personal friends or relatives.

	Name	Company / Your Relationship	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

I am available to begin working on \_\_\_\_\_.

The State of Illinois requires that any person working in a childcare facility be to be fingerprinted, have a background check, a current physical with TB test. Is there any reason that you would be unable to fulfill any of these requirements: Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that hiring is done on a temporary basis, and a position is not permanent until all necessary information, including background checks are on file, and a 6 week trial period has been completed to the satisfaction of the company.

Applicant's signature: \_\_\_\_\_

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