



## Application for Employment

## The Academy at Craig Ranch Application Process

Hello and welcome to The Academy at Craig Ranch! We are always excited when new persons approach us to apply for one of our open job positions. We provide an overview of our expectations herein so that you can decide if you have the ability and willingness to meet these expectations before your interview, so that we, you and our manager, can determine the best fit for you in our company.

This first page will explain the process. You must completely fill in the information requested below. Please do not leave any line blank, entering the letters "n/a" where an answer may otherwise have been entered.

The steps are as follows:

1. Complete this application. If you are providing a resume with your application, you still need to repeat that information on these pages since this is a separate document, filed separately to be available for State of Texas licensing representatives to review.
2. We will review your application and schedule an interview with you. If your qualifications fit the position we are trying to fill, and you are unconditionally willing to meet the expectations found below and in our Job Description document, we may offer you a position. Should we have multiple applicants with qualifications that fit our position, we will select the person we feel is best suited for the job. To help us determine who may best fit the position, we may ask you to spend time in one of our classrooms, during which time we will observe how you interact with children and the teachers in that room. For jobs other than teaching, these steps will be modified as deemed appropriate.
3. If we offer a job to you, you must complete the requirements for background checks, drug screens and TB tests before you begin work. We will coordinate the schedule to complete these tasks with you.
4. Once you have met the state's requirements to begin work, we will coordinate the date for you to begin work.
5. You may expect to spend time during your first days completing forms and undergoing an orientation.
6. You will be assigned to a classroom and may begin to make every day special for every child, by planning for appropriate activities and how you interact with each child during your time on duty!

Thank you for applying for our position!

## Summary of Requirements for Satisfactory Performance and Hourly Wage Increases

The job description covers all of the requirements, our expectations for your continued employment and wage increases at The Academy at Craig Ranch, but perhaps a short list would be helpful to you in deciding if this is the right place for you to work.

- We expect you to come to work every day for which you are scheduled, arriving in time to be in place in your classroom (or other assigned area, such as the kitchen) at the scheduled start time. We expect you to schedule doctor appointments and other errands outside of your scheduled hours, but if that is not possible, we expect you to request the time off and have it approved by your supervisor. Time off for any reason must be requested in advance except in a legitimate emergency, and must be approved by your supervisor, using the form provided in the office. Failure to come to work without approved time off will be considered abandonment of your job and employment will be terminated.
- We expect you to communicate positively to all parents at all times. Every parent must be greeted with a cheery smile and hello, whether their child is in your class or not. Discussions with parents could be positive, happy statements about how great the day has been are always received happily, but statements about problems during the day should always be tempered with some happy statements to maintain a balance. No parent should hear that their child had a "bad" day; there may be one or more incidents that were not happy, but for the rest of the day, all was well, and that must be told as well. More serious problems should be taken to the Center Director, so that he/she may also participate in the discussion. Discussions with fellow staff should never take place in front of parents. Many conversations can be very disturbing for parents to overhear.
- We expect you to plan appropriate learning activities for the entire day, not just a few hours during the morning. You should be involved in activities with the children for the entire day, not simply standing or sitting while they play. Even during free-play time, there are so many skills that can be developed when you ask reasoning questions to each child as they play. (A reasoning question is one that causes the child to think, such as "what do you think will happen if you keep stacking more blocks on your tower?") It is so easy to keep children involved with you instead of you being a babysitter. Language art time can start at the drop of a hat with a story, as an example.
- We expect you to keep your room clean and neat at all times. This does not mean you don't have toys or whatever scattered around while kids work with them, but it does mean that you lead your children to tidy up your room before you leave for snacks, lunch or other activity outside the room. You are responsible for cleaning tabletops, counters, everything above the floor. If you are the last person to leave the room for the day, you are responsible to vacuum the floor. During the day, if a mess happens from a spill or other source, you are expected to clean it or to ask the office for help to clean it, remembering that your first priority is your children. Decorating the room is the responsibility of the lead teacher in each room, using attractive displays such as art, etc.
- We expect you to take proper care of the toys and materials in your room and in the center as a whole. These items are the basis for learning activities, and when they go missing or are broken or damaged, they must be replaced. You simply notify your director for anything that is covered in this paragraph.
- We believe your appearance sends a message to parents, so we expect you to adhere to our dress code. We will provide shirts; you should wear khaki shorts, skirts or slacks.
- You should review the entire Job Description, but these basic items are the foundation for successful employment in our center!

If you do not know how to meet these explanations, i.e., starting employment as an aide and you do not have enough education or experience to meet them, you will be given training as appropriate. Start now by discussing your questions with your potential supervisor as you participate in the interview process.

**If you are willing to strive to meet these requirements, please proceed to complete the application below:**

## EMPLOYEE APPLICATION

The Academy at Craig Ranch is an equal opportunity employer. We comply with all applicable Federal, State, and local laws concerning labor practices. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such laws.

Position (s) applied for: \_\_\_\_\_ Application Date: \_\_\_\_\_  
First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last name: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Social Security number: \_\_\_\_\_  
Date available for work: \_\_\_\_\_ Employment Type: \_\_FT \_\_PT \_\_Substitute \_\_ Summer List

Any relatives or friends working for this organization:

\_\_\_\_\_

### PHILOSOPHY AND KNOWLEDGE OF CHILD DEVELOPMENT

Why have you applied for this position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your philosophy of caring for and educating children? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rate your ability to plan & implement age appropriate activities:      Excellent      Average      I Learn Quickly  
\_\_\_\_\_

List three (3) specific developmental objectives (from 1 of the 5 major areas of development: physical, intellectual, social, emotional or spiritual) that could be accomplished with a game of basketball, kickball or duck duck goose: (example: sound discrimination)

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

## TRAINING & EXPERIENCE

Do you have current 1st aid certificate: yes no CPR: yes no Medication Cert: yes no

Universal Precautions: yes no Child abuse training: yes no

Describe your current health: excellent good average poor Days of work missed in past 6 months: \_\_\_\_\_

Health/physical limitations that may limit the duties we assign to you:

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Driver license number: \_\_\_\_\_ State: \_\_\_\_\_

In case you are asked to transport kids, we need to know about your driving record. You may choose to leave this blank, but you will not be permitted to transport kids. You will be required to provide a current copy of your driving record prior to employment that includes driving a company vehicle.

Traffic accidents/violations in the past three (3) years: \_\_\_\_\_

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What insurance company are you insured with? \_\_\_\_\_

Have you ever been bonded: (Where & When?) \_\_\_\_\_

Have you been convicted of a crime in the past seven (7) years, including misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court? (Please describe in detail) If hired, you will be subjected to background checks, including fingerprinting and criminal records through FBI.

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Have you been involved in any manner or form, with any illegal activity against a child? (Please describe in detail)

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## SPECIAL SKILLS RELEVANT TO THE POSITION FOR WHICH YOU HAVE APPLIED

Do you have special skills and / or talents which would add to your performance? (Example – musician, sewing or cooking, foreign languages) \_\_\_\_\_

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## WORK EXPERIENCE – LIST PRESENT AND FORMER EMPLOYERS

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position held: \_\_\_\_\_ Start date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Last wages: \$ \_\_\_\_\_/hour

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

May we contact this company: yes      no

### **Second Last Job**

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position held: \_\_\_\_\_ Start date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Last wages: \$ \_\_\_\_\_/hour

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

May we contact this company: yes      no

### **Third Last Job**

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position held: \_\_\_\_\_ Start date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Last wages: \$ \_\_\_\_\_/hour

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

May we contact this company: yes      no

Tell us about any other experience you have which will help you in this position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EDUCATION

High school: \_\_\_\_\_ Graduated? Yes no Date graduated: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

College: \_\_\_\_\_ Years completed: \_\_\_\_\_ Date graduated: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Other Education: \_\_\_\_\_ Years completed: \_\_\_\_\_ Date graduated: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please attach documentation for workshops, CDA or college level courses, including AA or BS degrees  
Courses, workshops or seminars relevant to the position for which you have applied:

\_\_\_\_\_

## REFERENCES

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I certify that the answers given by me to the forgoing questions and the statements made by me in this application are correct and complete. I understand that false or misleading statements made in this application will result in my discharge from employment. I hereby authorize The Academy at Craig Ranch, as part of its evaluation of my suitability for employment, to contact all school officials, references, and my previous supervisors to secure information concerning my skills, character and ability. I further authorize The Academy at Craig Ranch to make any investigation of my personal and financial history, including background checks, through any investigative and/or credit agency of their choice.

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

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Date of 1<sup>st</sup> interview: \_\_\_\_\_ Date of 2<sup>nd</sup> interview: \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Acceptable for employment: yes no Position: \_\_\_\_\_

Salary ranges and benefits: \_\_\_\_\_

## EMPLOYMENT APPLICATION SUPPLEMENT

The Academy at Craig Ranch is an equal opportunity employer. We comply with all applicable Federal, State and local laws concerning labor practices, including recruiting and hiring. No question is this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such laws.

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

List the names and contact information for anyone we should contact in the event of an emergency:

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

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

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

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

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

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

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

Immunizations & Health: I hereby certify that to the best of my knowledge, I am up to date on all immunizations and am in good health. I will provide my immunization record for my personnel file. I also certify that I am free of any communicable disease.

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

You must give past employer names & addresses along with permission for us to contact them by completing each of the 3 reference forms that follow. Complete the section hi-lighted in bold type.



Applicant fills in the information in bold type only.

**The Academy at Craig Ranch**  
6101 Stacy Road, McKinney, TX 75070

Subject: Reference Request For: \_\_\_\_\_

**To Last Employer:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_  
**Ref:** \_\_\_\_\_  
\_\_\_\_\_  
**S.S. #:** \_\_\_\_\_  
Name and address of past employer

The above-named person has applied for employment as \_\_\_\_\_.

The following information would be appreciated and will be held in strict confidence. Please return the completed form immediately. If you prefer, you can email it to [director.cornerstone@fafw.org](mailto:director.cornerstone@fafw.org). Thank you.

The person named herein worked as noted below:

Employed As: \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_

Reason Given for Leaving: \_\_\_\_\_

Please Check Appropriate Column

	Above Average	Average	Below Average
Ability to work with Children	_____	_____	_____
Initiative	_____	_____	_____
Attendance	_____	_____	_____
Dependability	_____	_____	_____
Cooperation	_____	_____	_____
Ability to Learn	_____	_____	_____
Attitude toward Work	_____	_____	_____

Would you recommend applicant for this position? \_\_\_\_\_

If not, Why? \_\_\_\_\_

If you have any other information which will assist us in helping the applicant be successful in our position, will you kindly indicate it on the reverse side?

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

Title: \_\_\_\_\_

I \_\_\_\_\_ give my permission for the above person to release information concerning my reference.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Note to Employer: you may retain the original copy with the applicant's signature for your protection and send a copy to us.

Applicant fills in the information in bold type only.

**The Academy at Craig Ranch**  
6101 Stacy Road, McKinney, TX 75070

Subject: Reference Request For: \_\_\_\_\_

**To Last Employer:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_  
**Ref:** \_\_\_\_\_  
\_\_\_\_\_  
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Cooperation	_____	_____	_____
Ability to Learn	_____	_____	_____
Attitude toward Work	_____	_____	_____

Would you recommend applicant for this position? \_\_\_\_\_

If not, Why? \_\_\_\_\_

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Title: \_\_\_\_\_

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Signed \_\_\_\_\_ Date \_\_\_\_\_

Note to Employer: you may retain the original copy with the applicant's signature for your protection and send a copy to us.

Applicant fills in the information in bold type only.

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6101 Stacy Road, McKinney, TX 75070

Subject: Reference Request For: \_\_\_\_\_

**To Last Employer:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_  
**Ref:** \_\_\_\_\_  
\_\_\_\_\_  
**S.S. #:** \_\_\_\_\_  
Name and address of past employer

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Dependability	_____	_____	_____
Cooperation	_____	_____	_____
Ability to Learn	_____	_____	_____
Attitude toward Work	_____	_____	_____

Would you recommend applicant for this position? \_\_\_\_\_

If not, Why? \_\_\_\_\_

If you have any other information which will assist us in helping the applicant be successful in our position, will you kindly indicate it on the reverse side?

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

Title: \_\_\_\_\_

I \_\_\_\_\_ give my permission for the above person to release information concerning my reference.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Note to Employer: you may retain the original copy with the applicant's signature for your protection and send a copy to us.

**Fingerprint, Drug Screen and TB Test Payment Agreement  
The Academy at Craig Ranch**

State of Texas regulations require all child care centers to conduct certain background checks prior to the first day of employment. The Academy at Craig Ranch will pay for or reimburse you for these expenses should you pay for any of the above out of your own pocket. However, if you fail to complete six (6) months of employment with our company, we reserve the right to withhold those costs from your final paycheck. You must complete the forms below.

I, \_\_\_\_\_, have agreed to submit to drug screen tests and/or TB tests as a requirement for working in an Texas child care center. I have accepted a position with The Academy at Craig Ranch. I understand that The Academy at Craig Ranch will be billed for and pay for the cost of these tests as a convenience to me so that I may begin work.

I hereby agree that I may be billed for and will pay for these tests if for any reason I do not work at The Academy at Craig Ranch for a minimum of 6 months, without any exception.

To vendor, I agree to pay for these tests once you bill me for tests performed on my behalf if I fail to begin work at The Academy at Craig Ranch, even though I accepted a position with The Academy at Craig Ranch. I understand that The Academy at Craig Ranch will instruct Parkview to bill me directly for the cost of these tests if I fail to begin work at The Academy at Craig Ranch.

To The Academy at Craig Ranch, I agree that the cost of these tests may be withheld from my final paycheck if I fail to complete 6 full months of employment with the company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address, with Street, City, State and Zip Code