



Application for Employment

VA Kids Center, Inc.
2500 Overlook Terrace
608.280-7224

Today's Date _____ Date Available for Work _____

Name (First, Middle, Last)

Present Address _____

Telephone _____ Best hours to reach you _____

Social Security # _____ Date of Birth (If under 18) _____

Position Desired: _____ Teacher _____ Assistant Teacher

_____ Full time _____ Part time (____ am _____ pm _____ open)

Age Group Desired ___ Infant ___ Toddler ___ Preschool ___ No preference

EDUCATION and TRAINING

Name and Location of School	Years Completed	Majors/ course of study	Degree/ Credential
High School: _____	_____	_____	_____
_____	_____	_____	_____
Post High School (College, CDA, etc.)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have a certificate from The Registry? YES NO Level _____

Do you have college coursework or credits relevant to Early Childhood Education, i.e. psychology, 40/80 hours, special education classes, etc.? (Circle) YES NO
If yes, please attach a copy of transcripts.

VA Kids Center (VAKC) employees are required to complete 15-25 hours of continuing education annually and to attend monthly staff meeting. VAKC provides continuing education and hold staff meetings in the evenings, would you be available to attend meetings in the evenings? (Circle) YES NO

Do you have the legal right to work in the United States? (Circle) YES NO
(Employment eligibility verification is required after hire.)

Have you ever been convicted of a crime other than minor traffic violations? YES NO
A criminal conviction does not automatically bar employment. As required by law all persons working in childcare facilities must complete a state criminal background check.

Most positions at VAKC require bending and lifting of at least 25 pounds. Positions with children also require detailed work instructions and varying routines. Do you have any physical or cognitive limitations that may restrict you in doing the particular job for which you are applying? (Circle) YES NO *If yes, please explain:*

All staff hired in childcare must have a health report signed by a physician and a TB test.

EMPLOYMENT HISTORY

Please list all relevant employment:

1. Present or last place of employment. Dates worked: From ___/___ to ___/___
May we contact this place? (Circle) YES NO

Name _____ Address _____

Job responsibilities _____

Name of supervisor _____ Phone number _____

Reason for leaving _____

2. Previous place of employment. Dates worked: From ___/___ to ___/___
May we contact this place? (Circle) YES NO

Name _____ Address _____

Job responsibilities _____

Name of supervisor _____ Phone number _____

Reason for leaving _____

3. Previous place of employment. Dates worked: From ___/___ to ___/___
May we contact this place? (Circle) YES NO

Name _____ Address _____

Job responsibilities _____

Name of supervisor _____ Phone number _____

Reason for leaving _____

4. Previous place of employment. Dates worked: From ___/___ to ___/___
May we contact this place? (Circle) YES NO

Name _____ Address _____

Job responsibilities _____

Name of supervisor _____ Phone number _____

Reason for leaving _____

Additional education and training you feel is relevant to this position: _____

We appreciate your interest in employment with Veterans Affairs Kids Center. Your application will be reviewed and candidates that best meet the position requirements will be contacted to participate in the next step of the hiring process. If you do not hear from us, your application was not selected for further consideration. Your application will remain on file for 90 days and you may be contacted if a position that matches your qualifications becomes available. Thank you for applying.

Veterans Affairs Kids Center (VAKC) is an Equal Opportunity Employer that values diversity in the workforce. VAKC does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, disability, national origin, or ancestry against any applicant for employment or in administration of any policies.