



Gahanna Children's College Employment Application

Date: _____

OFFICE USE ONLY:

Hired on: _____

Position: _____

Salary: _____

Orientation Date: _____

Full Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Email Address: _____

Telephone

Cellular () _____

Home () _____

Numbers: _____

Emergency Contact Name and Phone: _____

Email: _____

Soc. Sec. # _____

Dear Gahanna Children's College Applicant:

Thank you for choosing Gahanna Children's College (GCC) in your career path. We are dedicated to hiring top professionals who are energetic, motivated, and possess integrity. Gahanna Children's College is an Equal Opportunity Employer. Applicants must show they understand and are able to meet the following Requirements for Employment by initialing each item below.

Requirements for Employment (Please initial if applicable to you)

- Is a High School Graduate or has a GED
- Applicant must provide a copy of their driver's license or identification card and SS card or birth certificate.
- Applicant is able to write and speak fluent English.
- Applicant is at least 18 years or older.
- Has United States Citizenship, or is legally authorized to work in the United States.
- Is able to sit on the floor and in the children's chairs often.
- Is physically able to get up and down from floor activities.
- Will maintain a Professional appearance and conduct.
- Has the ability to meet all job requirements which might vary.
- Is able to drive a motor vehicle.
- All hired employees are subject to Random Drug Test.
- Employees found under the influence of drugs or alcohol or with a controlled substance within Gahanna Children's College will be immediately dismissed.
- Respect Gahanna Children's College facility as a drug free, smoke free environment.

CRIMINAL OFFENSES -- Criminal background checks will be conducted on all applicants.

- I have not pled guilty, no contest or been convicted of any criminal offense.
- I have pled guilty, no contest or been convicted of a criminal offense.
Explain: _____
- I have not been the subject of an indictment, arrest or an official criminal complaint.
- I have been the subject of an indictment, arrest or an official criminal complaint.
Explain: _____

PROFESSIONAL REFERENCES

Please provide individuals to whom you have directly reported. *Please do not include relatives.*

Name	Title/Employer	Email/Telephone	Professional Relationship	Years Known

Educational Experience (Must provide copy of all certification)

- High School attended and year graduated:

- Degree(s) earned or expected:

Major _____
Name of Institution _____
Year _____

- College Course Work Completed (College Credits)

- List courses or relevant training (CPR, First Aid, Child Development, etc.):

- List other skills (office, clerical, achievements and training in other fields):

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. What are your career goals and objectives?

2. Why do you think this child care center should hire you?

3. Define "Professional Conduct", and how does it apply to a child care center?

4. Define "Customer Service" and how it relates to a child care center.

5. What do typical two – year old classrooms look like?

6. Describe your position on guidance as it relates to children arguing over a toy.

7. What would your employer/former employer say your strengths and weaknesses are?

8. What was your attendance record at your previous job?

I hereby affirm that I have responded to all inquiries on this form fully and frankly, and all the information contained in my application is true and correct. I understand that any misrepresentation or falsification or any of Gahanna Children's College Application forms or documents may result in possible termination, or if the problem comes to light after hire, it can result in immediate dismissal from employment. I further consent and agree to provide any information that may be needed to facilitate such tests.

Signature of Applicant

Date