

Availability: *AM Session (7:00 a.m. – 9:15 a.m.)* _____

PM Session (3:15 p.m. – 6:00 p.m.) _____

*Dublin Latchkey, Inc.
5970 Venture Drive
Dublin, OH 43017
Phone: 614-793-0871
Fax: 614-793-2899
dublinlatchkey@sbcglobal.net*

APPLICATION FOR EMPLOYMENT

Position: _____

Date Received: _____

APPLICANT INFORMATION

(Please print all Information)

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (Zip)

Home Phone Number: _____ Social Security Number: _____

E-Mail Address: _____ When could you report for work: _____

Cellular Phone Number: _____

EDUCATIONAL BACKGROUND:

Name of School Attended	Location	Dates	Degree or Certificate
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL TRAINING OR QUALIFICATIONS:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WORK EXPERIENCE:

Employer	Location	Position Held	Dates To-From	Reason for Leaving
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REFERENCES: (Please list at least two (2) personal and two (2) professional references. References must be local and can not be a relative.)

Name Title Telephone Number

SPECIAL SKILLS OR HOBBIES, WHICH MAY HELP YOU IN THIS POSITION:

PHYSICAL RECORD:

How would you describe your general health? _____

Do you have any defects in your hearing? _____ Vision? _____ Speech? _____

Previous serious illness (describe briefly) _____

Have you ever been seriously injured? _____ How? _____

Are there any physical limitations on the type of work you can do with children at school or the amount of time you can spend at work? _____

Are you able to lift 50 pounds? _____

Please list the name, address, telephone number and relationship of someone to contact in the event of an emergency:

(Name)	(Address)	(Telephone Number)	(Relationship)
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I authorize the prospective employer to inquire as to my record of any or all persons and of my former employers. In the event of my employment with Dublin Latchkey, Inc., I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation TWO (2) WEEKS prior to the date effective. It is my understanding that the first three (3) months of my employment are probationary, and if my services have not proved satisfactory, my employment will be discontinued on one (1) week's notice without prejudice.

APPLICANT'S SIGNATURE _____

During the regular school year we would like to ask you to visit at least one (1) of our Latchkey sites so that you may experience first hand exactly what this position will entail. Please feel free to visit either or both an A.M. or P.M. session; simply introduce yourself to one of the Latchkey teachers at the site and let them know that you would like to observe their location.

APPLICANT QUESTIONNAIRE FORM

AS PART OF OUR STAFF SELECTION PROCESS WE WOULD LIKE TO ASK YOU TO ANSWER THE FOLLOWING OPEN-ENDED QUESTIONS. PLEASE DO NOT SPEND TOO MUCH TIME ON ANY ONE OF THE QUESTIONS, AS YOUR INITIAL THOUGHT IS PROBABLY YOUR BEST AND MOST ACCURATE ANSWER.

1. A child feels unhappy when _____

2. Teaching is _____

3. Kids are wonderful, but _____

4. An angry child _____

5. The most rewarding thing about working with kids is _____

6. School-Agers needs are different than preschoolers because they _____

7. Teachers need _____

8. Children seem happiest when _____

9. The hardest thing about working with kids is _____

10. When I was a kid I _____

11. The hardest child to work with is _____

12. If I could help a child learn one thing, it would be _____

1. Describe your experience in:

Working with children: _____

Relating to parents: _____

Supervising others: _____

2. How would you handle:

A 2nd grade girl who doesn't seem to be able to make friends: _____

A 4th grade boy who refuses to obey you: _____

A parent who is angry about an expensive jacket that has been lost: _____

Another teacher who you know is not paying sufficient attention to the children when supervising outside activities: _____

3. What kind of environment would you like to help create at this center? _____

4. What kinds of children's behaviors are the hardest for you to handle? _____

5. What are your favorite activities to do with the children? _____

6. What do you feel are the key differences between an after school program and a regular day classroom? _____

7. What things do you think are most important to provide in an after school program? _____

8. What do you think makes you especially qualified for this position? _____

Along with this application, please submit a paragraph answering the following questions:

1. Why do you want to work for Dublin Latchkey, Inc.?

2. Why should Dublin Latchkey, Inc. hire you?

Thank you for your time in completing this application. Should you have any questions or concerns, please do not hesitate to contact our HR Director, Jeff Polhemus at 614-793-0871 ext. 203.