



P & J Tender Care Preschool & Child Care Centers

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Employment Application

P & J Tender Care is committed to providing an environment that is free from discrimination in employment and opportunity because of race, color, religion, creed, national origin, gender, sexual orientation, age, ancestry, marital status, disability, and veteran or military status.

MISSION STATEMENT

"Our mission is to provide high quality child care and a safe learning environment for children and their families."

CORE VALUES

- ~We value parent's trust.*
- ~We value team work and cooperation with parents and staff.*
- ~We value a clean and safe learning environment.*

OBJECTIVES

- 1. To provide a program with a balance of quiet and active group and individual activities, with sufficient flexibility to respond to the needs of each child. The center is staffed with Child Development Associate teacher qualified personnel.*
- 2. To provide for fine or gross motor development through both indoor and outdoor play.*
- 3. To promote socialization skills through play with the child's peers as well as interaction with adults.*
- 4. To encourage good health habits through hygiene techniques such as hand washing and personal care.*
- 5. To encourage good nutritional habits by providing snacks and meals which are attractively served and designed to meet each child's dietary requirements.*

P & J TENDER CARE PHILOSOPHY

OUR VISION IS IN OUR NAME

- P***ersonal We take a ***personal*** interest in others and try to meet their individual needs.
- J***oyful We believe joy is a condition of our hearts that keeps us grounded even when we don't always feel happy. We are ***joyful*** in what we do and what we accomplish at P & J Tender Care.
- T***ender We feel it's important to be ***tender*** with people's feelings, so that no one is needlessly hurt.
- E***xperience We believe ***experience*** builds on knowledge and education.
- N***urturing We feel ***nurturing*** is part of caring as we soothe and comfort.
- D***evoted We are ***devoted*** to making good decisions that benefit the children, their families, and the community in which we live.
- E***xpertise We share our ***expertise*** in early childhood development education that is based on our continuing education and learned knowledge.
- R***espectful We are ***respectful*** of people and accept them for who they are regardless of their race, religion, gender, culture, beliefs or values.
- C***ompassionate We are ***compassionate***; knowing how and when to show empathy to others.
- A***wesome We are united and supported with an ***awesome*** team spirit that places value in one another.
- R***esponsible We understand that being ***responsible*** means people can count on us to go beyond what is expected.
- E***nduring We will ***endure*** any hardships, big or small, that come our way because we have a positive outlook for the future of P & J Tender Care and the families we serve.

Dedication to Quality

P & J Tender Care Child Care Center and Preschool, an Illinois Quality Rating System Star Level Two Child Care Center, has been working through the National Accreditation Commission for Early care and Education (NAC) Programs Self-Study since March of 2013. This process can take from one to two years. The staff are preparing for the validation visit in which the goal is to become accredited through NAC. This recognition will exemplify excellence in the care of young children above and beyond the Illinois Quality Rating System Star Level Two Child Care Center standards and expectations. If this accreditation is achieved, it will be a marker in the early childhood development field that P & J Tender Care has not only met, but also has exceeded state licensing requirements in an exemplifier way in an environment that is conducive to each child's individual growth.

The National Accreditation Commission for Early Care and Education Programs is sponsored by the National Association of Child Care Professionals (NACCP). NACCP is the nation's leader among association serving child care owners, directors, and administrators. The organization's goal is to strengthen and enhance the credibility of leaders in the field of early child care and education by providing membership services and benefits. For more information, please visit www.naccp.org.

P & J Tender Care Applicant Information

Please Print:

Today's Date _____

Name _____ Date of Birth _____

Social Security Number _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Work Phone _____ Email Address _____

How were you referred to our company?

- Newspaper Ad Current Employee My Own Search

Other _____

Indicate the Position for which you are applying _____

So you wish to work:

- Full Time Part Time Temporary Summer Employment

If Part Time, Please specify hours/days available _____

What is your minimum hourly wage requirement? _____

Date available to start work _____

Do you have any other commitments to another employer that may affect your employment with our company?

Employment History

Please list present employer or most recent employer first. May we contact these employers?

- Yes
 No

Employer _____ Supervisor's Name _____

Address _____ Job Title _____

Phone _____ Employment Dates From: _____ To: _____

Starting Wage: \$ _____ per hour Ending Wage: \$ _____ per hour

Duties: _____

Reason for Leaving: _____

Employer _____ Supervisor's Name _____

Address _____ Job Title _____

Phone _____ Employment Dates From: _____ To: _____

Starting Wage: \$ _____ per hour Ending Wage: \$ _____ per hour

Duties: _____

Reason for Leaving: _____

Employer _____ Supervisor's Name _____

Address _____ Job Title _____

Phone _____ Employment Dates From: _____ To: _____

Starting Wage: \$ _____ per hour Ending Wage: \$ _____ per hour

Duties: _____

Reason for Leaving: _____

General Information

Are you legally authorized to work in the United States?

- Yes No

Are you below the age of 18?

- Yes No

Do you have any handicap or physical or mental limitation that will prevent you from performing the job for which you are applying for?

- Yes No

If yes, please explain. _____

Are you willing to undergo a pre employment physical exam?

- Yes No

Have you ever been convicted of a criminal offense?

- Yes No

If yes, Date: _____ Place: _____

Nature of Offense: _____

(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

Have you previously applied for employment with P & J Tender Care?

- Yes If yes, when? _____
- No

Have you previously been employed by P & J Tender Care?

- Yes If yes, when? _____
- No

References: (Not employers or relatives. - Please list at least three.)

Name and Address	Occupation	Phone

Administrative Staff Only:

- I have checked references. Initials _____
- I have noted reference check information on the back page of this employment application. Initials _____

Indicate languages you speak, read, and/or write and check how well you do each.

I Speak _____ Good Fair Fluently

I Speak _____ Good Fair Fluently

I Speak _____ Good Fair Fluently

Skills & Education

Please list the business machines that you can operate: _____

Please list any seminars or trainings that you have attended related directly to child development.

Formal Education

School	Print Name, Number and Street, City, State and Zip Code for each School Listing	Number of Years Completed	Degree, Major, or Type of Courses
High School			
College			
Other			

Please check all that apply. I have earned the following:

- GED
- High School Diploma
- Some College Credits
- Certificate from Trade School or College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

Person to be Notified in Case of an Emergency:

Name _____ Relationship _____

Home Phone _____ Cell Phone _____ Work Phone _____ Email _____

Full Address _____

Please include any other information you think would be helpful to us in considering you for employment, such as additional work, activities, accomplishments, awards, etc. (You may exclude all information indicative of race, color, religion, creed, national origin, gender, sexual orientation, age, ancestry, marital status, disability, and veteran or military status.)

Please check all boxes and initial on the appropriate lines below that apply in regards to your submission of this employment application and possible employment at P & J Tender Care.

- _____ (Initials) **I hereby affirm** that all information provided on this employment application is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.
- _____ (Initials) **I understand** that my employment can be terminated, with or without cause, at any time at the discretion of either the company or myself. I understand that no management official other than the owner or director of the company has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.
- _____ (Initials) **I understand** that if I become employed at P & J Tender Care that I will go through a full staff orientation that will provide information and guidance on Illinois Department of Children and Family Services Licensing requirements, Illinois Quality Rating System Program procedures, National Association of Child Care Professionals policies and procedures, and all P & J Tender Care Staff policies and procedures.

Signature

Date

Staff Only:

Reference Check Information for _____ Check Conducted by _____
Initials

Name	Phone	Date Contacted	Time Contacted	Reference Notes