



APPLICATION FOR EMPLOYMENT AND PERSONALITY PROFILE

Date: _____

Name: _____ SSN _____
(Last) (First) (MI.)

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

Cell Phone: _____ Home Phone: _____

Driver's License #: _____ Date of Birth: _____

Email Address: _____

Are you eligible to work in the U.S.? ____ Yes ____ No Are you 18 or older? ____ Yes ____ No

Position applying for: _____ Pay Desired: _____

Number of hours per week desired: _____

Date Available: _____

Are you currently employed? ____ Yes ____ No If yes, where? _____

May we contact your present employer? ____ Yes ____ No

Have you ever applied for or been employed by The Blue Elephant Learning Center?

____ Yes ____ No

If yes, when and where, final position, and reason for leaving?

If hired, would child care services be required for any of your children here at The Blue Elephant?

____ Yes ____ No

If yes, please list your child's/children's date of birth and age.

Are you related to an employee of The Blue Elephant? ____ Yes ____ No

If yes, please state their name and employment location _____

Criminal History:

Have you ever been convicted of, or plead guilty to, a felony or misdemeanor? ____ Yes ____ No

If yes, please provide date, location, charge, and sentence:

Have you ever been convicted or had a determination related to child abuse, child neglect, and/or unlawful sexual offense? ____ Yes ____ No

If yes, please explain: _____

Has anyone ever suggested or alleged that you are not appropriate to work with children?

____ Yes ____ No

If yes, please explain: _____

Have you ever been investigated by Child Protective Services or any comparable entity regarding your ability to work with children? ____ Yes ____ No

If yes, please explain: _____

Driving Information: (required only if you are applying for a floater, office, or Kids' Club teaching position)

Driver's License #: _____ State: _____ Type: _____ Expiration Date: _____

Have you ever been denied a license, permit, or the privilege of operating a motor vehicle?
_____ Yes _____ No

Has any license, permit, or privilege ever been suspended or revoked? _____ Yes _____ No

Has your auto insurance ever been canceled? _____ Yes _____ No

If you answered yes to any of the above questions, please explain:

List any accidents and violations within the past three years. If none, write "NONE":

Education:

Education	Name & Location of School	Years Completed	Did you graduate?	Degree/Diploma
High School				
College				
Other				

List any other educational qualifications that you would like The Blue Elephant to consider?

References: (Please list three people not related to you and whom you have known for at least one year.)

	Name	Address	Relationship	Phone #	Years Acquainted
1.					
2.					
3.					

Experience: (start with the most recent work experience)

The following people may be contacted by The Blue Elephant Learning Center.

1.

Company Name:	Position Held:
_____	_____
Address/Phone Number:	Dates Employed:
_____	_____
_____	_____
Salary:	Name of Supervisor:
_____	_____
Responsibilities:	Reason for leaving:
_____	_____

2.

Company Name:	Position Held:
_____	_____
Address/Phone Number:	Dates Employed:
_____	_____
_____	_____
Salary:	Name of Supervisor:
_____	_____
Responsibilities:	Reason for leaving:
_____	_____

3.

Company Name:	Position Held:
_____	_____
Address/Phone Number:	Dates Employed:
_____	_____
_____	_____
Salary:	Name of Supervisor:
_____	_____
Responsibilities:	Reason for leaving:
_____	_____

Referral Source:

Please check how you heard about The Blue Elephant Learning Center?

___ Magazine Ad (name _____)

___ Saw Building and Sign/Walk-In Applicant

___ Internet Search

___ Business Professional (name _____)

___ Other (please explain, _____)

___ Friend or Relative (Please list their name if they are a current employee or parent of

TBE: _____)

Career Objectives:

Why are you interested in working for The Blue Elephant Learning Center?

What are your career goals?

What are some things that you didn't like about some jobs in the past?



JOB APPLICANT AGREEMENT

Please initial next to each statement certifying your agreement.

_____ The Blue Elephant Learning Center is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, veteran, marital, or disability status.

_____ I certify that all the information in this application for employment is complete and true to the best of my knowledge. I understand that any false or omitted information may disqualify me from consideration of employment or may result in the termination of my employment if found at a later date.

_____ I understand that The Blue Elephant may contact my references and previous employers as noted on this application for relevant information and opinions. I release all parties from any legal liability in making such statements.

_____ The Blue Elephant Learning Center is a drug-free workplace. Alcohol and/or drug testing may be requested at any time by The Blue Elephant owners, Clay or Meredith Carpenter. I understand that failure to comply with testing, or a positive test result, will result in immediate termination of employment.

_____ This application will be kept on file for 60 days from the date signed. After 60 days, this application is considered void. If you are interested in employment with The Blue Elephant after 60 days, you must fill out a new application.

_____ I understand that it is my responsibility to notify The Blue Elephant of any changes in my name, address, phone number, or other pertinent information.

_____ I understand that employee policies and procedures, as stated in the Employee Handbook, may be revised at any time and that I will receive written notification of any changes made.

_____ I understand that this is an application for consideration of hire, not a guarantee of employment. If employed, I understand that The Blue Elephant reserves the right to terminate my employment at any time, with or without reason and with or without notice.

_____ As required by Texas law, I understand that The Blue Elephant will conduct background checks on all employees. By signing this application, I agree to the name-based and fingerprint-based criminal history checks, as well as the DFPS central registry checks. I understand that any information deemed negative or considered a risk to the well-being of The Blue Elephant students and staff will be cause for immediate termination or disqualify me from consideration of employment.

_____ If hired, I agree to have a TB test and will provide a physician's statement verifying that I am free of active tuberculosis.

_____ I understand that The Blue Elephant will keep a copy of my valid driver's license in my file.

_____ If hired, I understand that professional development is required and must be completed in order for my employment with The Blue Elephant to continue. I agree to attend and complete *The Blue Elephant New Hire Orientation*, 8 clock hours of pre-service training, 15 clock hours of annual training for caregivers, 20 clock hours of annual training for the director and assistant director, plus CPR and first aid training. The Blue Elephant will plan and assign all training workshops and classes.



JOB APPLICANT AGREEMENT cont'd

Please initial next to each statement certifying your agreement.

_____ If hired in a position of floater, office staff, or Kids' Club teacher, I understand that a successful completion of transportation safety training is required.

_____ If hired, I agree to not speak negatively of The Blue Elephant to co-workers, peers, parents of The Blue Elephant, internet social sites, or in any manner that would be deemed harmful to The Blue Elephant.

_____ If hired, I agree to abide by The Blue Elephant confidentiality policy in which *no employee shall release competitive information in any form without the consent of the Director or Owners*. Competitive information includes, but is not limited to, weekly fee schedule, classroom ratios, policies and procedures, employee and student forms and handouts, building and classroom layouts, classroom daily schedules, employee pay scales, enrichment classes, security and safety precautions, and employee schedules. **TEACHERS MAY DISCUSS PERTINENT INFORMATION WITH CURRENT OR PROSPECTIVE PARENTS.**

_____ If hired, I agree to abide by The Blue Elephant's policy and belief on discipline and guidance in which *the child is a good person – it is his/her behavior that is unacceptable and needs to be changed to a more acceptable means of expression*. When a child shows unacceptable behavior, he/she will **first be redirected to another activity**. If the behavior continues, then he/she will have "quiet time" away from the other students in order to take a deep breath and calm his/her emotions. When ready, the child will be allowed to resume normal play and return to the group. In a loving manner, the child's teacher will also discuss with the child the choices that were made and how to improve those choices for next time. Parents or legal guardians will be notified in writing of all "quiet times" and/or guidance practices their child receives.

_____ If hired, I agree to abide by and enforce The Blue Elephant's code of conduct: **BE RESPECTFUL**. *Being respectful at The Blue Elephant means being kind to other students, teachers, parents, and classroom visitors. It also means taking care of our school by using all toys, books, classroom furniture, and supplies appropriately.*

_____ If hired, I understand that **scheduled** attendance and punctuality are required and expected at all times. Frequent, **unscheduled** absences and tardies may result in the termination of my employment.

_____ If hired, I agree to follow and enforce the policies and procedures as set forth by The Blue Elephant for both students and employees.

_____ I understand that this application is considered competitive information and will not be returned to me.

I have read and agree to the above statements.

(Applicant's Printed Name)

(Date)

(Applicant's Signature)

Employee Personality Profile

I enjoy working with children because _____
_____.

I see children as _____.

When a child cries or is upset, it makes me feel _____
and I would react to the situation by _____
_____.

Children's art should be _____.

Children feel happy when _____
_____.

Children feel unhappy when _____
_____.

Children are _____.

Children need _____
_____.

I believe children should be spoken to in _____.

If multiple children were crying or needing my attention I would _____
_____.

Temper tantrums are _____
_____.

I believe biting is _____
_____.

Employee Personality Profile

I picture my work environment as _____
_____.

A classroom environment should _____
_____.

While at work, teachers should _____
_____.

A mess is _____
_____.

While at work, teachers should never _____
_____.

I believe it is my job to _____
_____.

I feel angry at work when _____
_____.

I feel happy at work when _____
_____.

Co-workers would like me because _____
_____.

Supervisors are _____
_____.

I would communicate with an upset parent by _____
_____.

Parents need _____
_____.



Employee Personality Profile

Parents are _____
_____.

Three characteristics that all caregivers should have are

_____.

A blue elephant _____
_____.

In two years, I _____
_____.

In five years, I _____
_____.

I would be a great asset to The Blue Elephant because _____

_____.

Thank you for your interest in
The Blue Elephant Learning Center!