

**Morning Star Child Care**  
**7394 Dexter-Ann Arbor Rd.**  
**Dexter, Michigan 48130**  
**(734) 424-9193**

**Application for Employment**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Phone Number(s) \_\_\_\_\_ Email Address \_\_\_\_\_

Emergency Name & Number \_\_\_\_\_ Relationship \_\_\_\_\_

Referred by \_\_\_\_\_ Are you 18 years of age or older? \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position \_\_\_\_\_ Date Available \_\_\_\_\_

Salary Desired \_\_\_\_\_ Hours and Weekdays Desired \_\_\_\_\_

Reason for submitting this application. \_\_\_\_\_

**EDUCATION**

School Attended \_\_\_\_\_ Date \_\_\_\_\_ Major \_\_\_\_\_ Degree/Certificate \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a current Mich. Teaching Certificate? \_\_\_\_\_ Valid for: \_\_\_\_\_

Would you be willing to continue your education by enrolling in courses or other training programs that may be recommended? \_\_\_\_\_

Please list any courses, volunteer work, hobbies or interests that would relate to the position you are applying for:

\_\_\_\_\_

Membership in early childhood organizations: \_\_\_\_\_

Current CPR card? \_\_\_\_\_ Expires: \_\_\_\_\_ First Aid card? \_\_\_\_\_ Expires: \_\_\_\_\_

**REFERENCES**

List at least three persons, not related to you, whom you have known at least one year, who could attest to your interaction with children.

\_\_\_\_\_  
Name (print) Relationship Phone Number(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORMER EMPLOYERS**

1.) Name \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Salary upon leaving \_\_\_\_\_  
Phone(s) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Position \_\_\_\_\_ Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2.) Name \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Salary upon leaving \_\_\_\_\_  
Phone(s) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Position \_\_\_\_\_ Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3.) Name \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Salary upon leaving \_\_\_\_\_  
Phone(s) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Position \_\_\_\_\_ Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

Have you ever had any job-related training in the United States military? \_\_\_\_\_ Describe \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Are there any felony charges pending against you? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Have you ever been administratively determined by a federal, state, or local governmental agency to have committed abuse or neglect? \_\_\_\_\_ If yes, please explain when, where and the nature of the case. \_\_\_\_\_

Are you on a court-supervised probation or parole? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Have you ever been employed by this organization before? \_\_\_\_\_ If yes, give dates employed and indicate if employed under a different name. \_\_\_\_\_

Are you available for substitute work? \_\_\_\_\_ Days/hours available \_\_\_\_\_

Can you perform the duties of the job in which you wish to be employed without accommodation? \_\_\_\_\_

Have you received a job description for the position(s) desired? \_\_\_\_\_

**Morning Star is an equal opportunity, drug-free employer.**

**APPLICANT'S STATEMENT**

- I hereby give you my permission to contact the above employers, references, and educational institutions to verify the items I listed above. I hereby release Morning Star Child Care and the above referenced organizations, reference persons, and employers from all claims, liability, and damages that may result from furnishing the information to you. I expressly and fully waive all written notices from all prior employers. I also understand that because of the nature of my job and licensing requirements, I hereby consent to the release of this application or portions of this application to representatives of the Bureau of Child Day Care Licensing or other governmental agencies.
- I further specifically wave written notice and agree to the divulging of any disciplinary reports, letters of reprimand or other disciplinary action by all prior employers and hereby release my prior employers from all claims, liability, and damages that may result from furnishing the information to you.
- I certify that answers given herein are true and complete to the best of my knowledge. I understand that any dishonest or false answers on this application or in subsequent interviews are grounds for or may result in immediate dismissal.
- I hereby acknowledge and understand that all employment at Morning Star Child Care is of an "at will" nature, and that all employees of Morning Star Child Care are subject to hire and termination with or without cause at the employer's discretion; that no employee or agent of Morning Star Child Care has the authority to make any agreements with respect to continued employment except by formal written agreement by the Director; and that Morning Star has the right to modify, enhance, or eliminate benefits received as a result of employment at Morning Star Child Care.
- In the event of employment at Morning Star Child Care, I understand that such employment is contingent upon verification of employment eligibility, upon a satisfactory drug-test result, submittal of a current T.B. test result, and upon successful passage of job-related examinations and screening, including but not limited to physical examinations, back fitness/flexibility tests, and/or various skills tests.

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

~~We are an equal opportunity employer. It is the policy of this organization not to discriminate on the basis or race, sex, religion, national origin, marital status, age, weight, height, color, or handicap in the hiring, promotion, payment or discipline of employees. We will not discriminate against a person with a covered disability under the Americans with Disabilities Act in regard to employment practices, or terms, conditions, and privileges or employment. If you are a person with a handicap, you may request any needed, reasonable accommodation to participate in the application process or interview process. This request should be made in advance so that we can make an accommodation.

**QUESTIONS**

Why do you want to work in child care? \_\_\_\_\_

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What is an important aspect of early childhood education? \_\_\_\_\_

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Describe the kind of commitment you expect to give our organization. \_\_\_\_\_

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What are your future goals? \_\_\_\_\_

If we were to ask your best friend what he/she thought were your areas of strength, what do you think that person would say? \_\_\_\_\_

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If we asked your friend what areas you needed to improve upon, what would that person say? \_\_\_\_\_

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At Morning Star Child Care you may be asked to work with any age group (infants through school-age). Starting and ending work times may be varied to meet daily enrollment demands. Do you consider yourself a flexible person? \_\_\_\_\_

Describe a pleasant experience with a child. Tell what happened and what you did to make it positive. \_\_\_\_\_

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Describe a challenging experience in disciplining a child. Tell what you did and the outcome. If you think it could have been handled differently tell what you would do if you could deal with the situation again. \_\_\_\_\_

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Additional comments, questions, or other information related to the care of children. \_\_\_\_\_

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Thank you for your interest in Morning Star Child Care!