



# CHILDREN'S RESPITE CARE CENTER

Equal Opportunity Employer

13336 Industrial Rd., Ste 101  
Omaha, NE 68137  
402-895-4000

2010 N. 88<sup>th</sup> Street  
Omaha, NE 68134  
402-496-1000

Date: \_\_\_\_\_

## Personal

Last Name	First Name	Middle Initial	
Street Address/Apt. Number	City	State	Zip
( )			
Home Phone	e-mail address	Social Security Number	

Other names you have worked under

Positions applying for: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Are you 18 years of age or over?  Yes  No If under 18, age \_\_\_\_\_

Hours available to work:  Full Time  Part Time

Hours per week: \_\_\_\_\_ Maximum \_\_\_\_\_ Minimum \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							

Do you have any reason that may restrict your ability to perform the job you are applying for? If so, please explain:

\_\_\_\_\_

Have you ever been arrested, convicted of a crime, or have a current criminal charge pending?  Yes  No

If yes, please list below. (Exclusions: Minor traffic violations for which the fine was under \$50.00; an offense which was settled in juvenile court)

When? \_\_\_\_\_ Where? \_\_\_\_\_ Why? \_\_\_\_\_ Outcome? \_\_\_\_\_

When? \_\_\_\_\_ Where? \_\_\_\_\_ Why? \_\_\_\_\_ Outcome? \_\_\_\_\_

APPLICATION FOR EMPLOYMENT

Application for Employment

**Education/Training**

Type of School	Name of School	Major	Dates Attended	Certificates or Degree	Completion Date
High School/ GED					
College/University/ Trade School					

*(If hired, please be prepared to supply a copy of your college diploma or transcripts applicable to your position.)*

**Licenses or Certificates held, or credentials qualifying you for this employment:** \_\_\_\_\_

**Awards, published materials:** \_\_\_\_\_

**Would you be willing to continue your education by enrolling in certain courses or training programs that may be recommended?**  Yes  No

**Early Childhood Experience:** (List any past experience working with children, i.e. in day care centers, Sunday School teaching, Girl Scout leader, baby-sitting, etc.)

**Computer Skills:** \_\_\_\_\_

**Other Skills/Qualifications:** \_\_\_\_\_

**Why would you like to have this position?** \_\_\_\_\_

**What do you feel most qualifies you for this position?** \_\_\_\_\_

**NURSING APPLICANTS ONLY:** (List pediatric nursing experience. (Include skills, procedures performed, type of children worked with, any experience with special needs children, etc.)

Application for Employment

Work Experience

Start with your most recent experience. All fields on this page must be completed even if attaching a resume.

1. Employer Name and Address: Telephone: ( ) Supervisor/Title: May we contact? Yes No Employed From: To: Hours per week: Rate of Pay: \$ Work Performed: Reason for Leaving:

2. Employer Name and Address: Telephone: ( ) Supervisor/Title: May we contact? Yes No Employed From: To: Hours per week: Rate of Pay: \$ Work Performed: Reason for Leaving:

3. Employer Name and Address: Telephone: ( ) Supervisor/Title: May we contact? Yes No Employed From: To: Hours per week: Rate of Pay: \$ Work Performed: Reason for Leaving:

4. Employer Name and Address: Telephone: ( ) Supervisor/Title: May we contact? Yes No Employed From: To: Hours per week: Rate of Pay: \$ Work Performed: Reason for Leaving:

Please give dates and reasons for any gaps in employment:

Have you ever been discharged or requested to resign from any position? Yes No

If "yes", please explain:

Application for Employment

**References:**

*Please do not list relatives as references.*

**PROFESSIONAL REFERENCES** (list at least two)

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_
3. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

**PERSONAL REFERENCES** (list at least two)

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_
3. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

The information furnished in this application is accurate and complete, and I understand that false or misleading information may result in a refusal to hire or be cause for discharge.

In accordance with State and Federal Laws, Children's Respite Care Center (CRCC) is required to complete a criminal background check. I understand that my employment at CRCC is conditional upon receiving a favorable response.

I hereby authorize release of any and all information regarding my employment experience to assist in determining my suitability for employment.

Should I be employed by Children's Respite Care Center, I agree, if requested, to undergo and satisfactorily pass a medical examination prior to employment.

No written or unwritten policy or practice of CRCC creates, or is intended to create, an express or implied contract, covenant, promise, or representation between CRCC and the employee. Employment with CRCC may be terminated at any time with or without cause or notice by either CRCC or by the employee.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Application for Employment

**For Office Use Only**

**Qualifications Verification**

\_\_\_\_\_ has been hired for the position of

(Applicant Name)

Director / Teacher and Direct Care Staff (paraprofessionals, behavior specialists, nurses) / Support Staff (cooks, drivers, clerical staff)  
(Circle One)

and meets the qualifications for this position as marked below according to the NDHHS Child Care Standards listed on pages 6 and 7 of the handbook.

<u>Director</u> (mark at least one and how verified)	<u>Teacher and Direct Care Staff</u> (mark at least one and how verified)	<u>Support Staff</u> (mark at least one)
<input type="checkbox"/> High school or general education diploma and two years of verifiable experience in organized group activities for young children	<input type="checkbox"/> Obtain written Department-approved plan to acquire at least 3 credit hours or 15 clock hours of Department approved in-service in the area of child development, early childhood education, or child care administration in a period not to exceed 12 months (Plan or verification attached.)	<input type="checkbox"/> At least 16 years of age
<input type="checkbox"/> Successfully completed 6 credit hours or 36 clock hours of Department-approved in-service in the area of child development, early childhood education, or child care administration. Business courses may be included, not to exceed 50% of the requirements	<input type="checkbox"/> One year experience in organized group activities for young children (Reference verified: _____) (name)	<input type="checkbox"/> Teacher and Direct Care Staff under 19 years of age
<input type="checkbox"/> Have a Child Development Associate Credential	<input type="checkbox"/> Have a Child Development Associate Credential (Copy of certificate attached.)	
<input type="checkbox"/> Hold an associate degree in child development, early childhood education or child care administration	<input type="checkbox"/> Hold a <u>bachelor or associate degree</u> in (circle one) fields related to the care/education of children 0-12 years (i.e., early childhood education, child development, elementary education, special education) (Copy of diploma or transcript attached.)	
<input type="checkbox"/> Hold a bachelor degree from an accredited college or university and at least 6 credit hours in child development or early childhood education		
<input type="checkbox"/> Hold a bachelor degree in child development or early childhood education from an accredited college or university		

**Signed:** \_\_\_\_\_  
Hiring Supervisor, Children's Respite Care Center