



CHILDREN'S VILLAGE
sharing wonder every day

125 North 8th Street, Philadelphia, PA 19106
phone (215) 931-0190 • fax (215) 413-2102 • info@childrensvillagephila.org

Application for Employment and Volunteering at Children's Village

PLEASE PRINT. Illegible or incomplete applications will not be accepted.

Date of Application

Full Legal Name ()

First Middle Last Nickname

Home Address

Street Address City State Zip

I am applying for the position of:

Type of position desired (check all that apply)

FULL-TIME PART-TIME SUBSTITUTE TEACHER ON AN 'AS NEEDED' BASIS VOLUNTEER

Have you applied for a position at Children's Village in the past, or are you a former or current Children's Village employee or volunteer?

- () No. I have never submitted my resume nor applied for a job at Children's Village. This is my first time.
- () Yes. I have never worked at Children's Village, but I have applied for a job at Children's Village before.
I applied for the position of: _____.
- () Yes. I am a former Children's Village employee. I held the position of: _____.
- () Yes. I have volunteered at Children's Village before. I volunteered as: _____.
- () Yes. I did my teaching practicum at Children's Village. I worked with: _____.
- () Yes. I am a current employee. (Please include a letter from your supervisor endorsing you for the position for which you are applying.)

Phone numbers where you may be reached:

Call this first () _____ - _____ (please circle) home cell other _____
 Call this second () _____ - _____ (please circle) home cell other _____
 Call this third () _____ - _____ (please circle) home cell other _____

Email address where you may be contacted:

Are you at least 16 years of age? Yes No **Are you at least 18 years of age?** Yes No

Were you referred by anyone? Yes No If yes, please write the name of that person:

Desired Salary (Please select one):

- () I can accept no less than: \$ _____/hour OR \$ _____/annually.
- () I am seeking a position in which I can earn between \$ _____/hour and \$ _____/hour.
- () I don't have a specific salary in mind. Please let me know what you have available.

Children's Village is open from 6:30 AM – 6:00 PM, Monday through Friday. Work shifts for many positions can begin as early as 6:15 AM and end as late as 6:15 PM. Please tell us if you have any restrictions on the times you are available to work.

- () I am available to work any shift, any weekday.
- () I am available to begin working immediately if I am offered a position.
- () I would not be available to start working until this date: _____
- () I am *only available* to work these days of the week (please circle): Mon Tues Wed Thur Fri
- () I can report no earlier than ____:____ on this/these day(s): Mon Tues Wed Thur Fri
- () I can stay no later than ____:____ on this/these day(s): Mon Tues Wed Thur Fri

Are you legally eligible to work in the United States? Yes No

WORK EXPERIENCE

NAME AND LOCATION OF WORKPLACE (Complete mailing address)	MOST RECENT SUPERVISOR	AGE GROUP				START DATE		END DATE		AVERAGE HOURS WORKED PER WEEK
		INFANT (0 – 12 mos.)	TODDLER (13 – 36 mos.)	PRE-SCHOOL (3 – 5 yrs.)	SCHOOL-AGE (indicate grade)	MONTH	YEAR	MONTH	YEAR	
Name	May we contact this supervisor?									
Street Address										
City, State, Zip										
Phone										
JOB TITLE		REASON FOR LEAVING								

List your job duties. Include the skills you acquired in this position. If your position changed during your employment, describe how (such as new responsibilities, new job description, or changes in population served).

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Phone										
JOB TITLE		REASON FOR LEAVING								

List your job duties. Include the skills you acquired in this position. If your position changed during your employment, describe how (such as new responsibilities, new job description, or changes in population served).

You may duplicate this page if you have more than three former places of employment to list.

REFERENCES CHILDREN'S VILLAGE WILL CONTACT

List at least three supervisors, directors, administrators, principals, or other individuals who have firsthand knowledge of your work abilities, work habits and other qualifications for the position.

NAME	TITLE	EMPLOYER (Complete mailing address)	PHONE NUMBER	E-MAIL ADDRESS
		Name		
		Street Address		
		City, State, Zip		
		Name		
		Street Address		
		City, State, Zip		
		Name		
		Street Address		
		City, State, Zip		
		Name		
		Street Address		
		City, State, Zip		

OTHER QUALIFICATIONS

Describe your professional development activities and any volunteer work you have performed that relate to the position. List any other activities, skills or interests of yours that contribute to your qualifications for this position. Include any awards or special commendations you have received.

Empty space for listing other qualifications and activities.

List the languages that you speak fluently.

Empty space for listing languages spoken fluently.

PROFESSIONAL DISCIPLINARY ACTION

Have you been fired, dismissed or non-renewed from any job for any reason?

No

Yes (please explain)

Have you quit a job after being notified that you would be fired, dismissed or non-renewed, or after being notified that you be recommended for firing, dismissal or non-renewal?

No

Yes (please explain)

Have you ever been professionally disciplined in any state? [*'professionally disciplined' means the annulment, revocation or suspension of your teaching certification or the receipt of a letter of reprimand from an agency, board or commission of state government, such as the pennsylvania department of education.]

No

Yes (please explain)

CHILD ABUSE AND CRIMINAL HISTORY

All children's village employees and volunteers provide, as required by pennsylvania law, the police check, child abuse clearance and fbi clearance documenting that the individual is not a founded perpetrator of child abuse and that the individual has not been convicted of crimes that would legally exclude him or her from working in a child care program.

STATEMENT OF TRUTH

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for rejecting my application, withdrawing of any offer of employment, or terminating my employment.

Applicant Signature:

Date of Application:

EMPLOYEE NON-DISCRIMINATION POLICY

An open and equitable personnel system has been established and will be maintained. Personnel policies, procedures, and practices are designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, sex, or sexual orientation.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees.

BB / MG
MARCH 2014