



The Education Institute, Inc.

Dr. Ruth Ann Wood-Humiston, Founder & CEO

APPLICATION FOR EMPLOYMENT, VOLUNTEER, INTERNSHIP, PRACTICUM

DATE: _____

NAME: _____ Maiden Name: _____

SOCIAL SECURITY NUMBER (for background check): _____

ADDRESS: _____

E-MAIL: _____ HOME PHONE: _____

WORK PHONE: _____ CELL PHONE: _____

POSITION APPLYING FOR (please mark all that apply):

Professional Child Care and Preschool Program:

- Infant Toddler Preschool School-age Cook
 Shuttle Bus Driver Lead Teacher Assistant Teacher Floater Administrator
 Janitorial/Maintenance Volunteer - Area: _____ Other: _____
 Clerical Errand Person

School Services Division:

- Consultant: What areas do you have specialization? _____

 Tutor: What areas do you have specialization? _____

Availability:

- Part-time Full-time Flexible Hours Long-term (a year or longer) Short-term
 Saturdays Evenings

What hours and days are you available to work/volunteer: _____

SCHOOLS ATTENDED:

SCHOOL/LOCATION	GRADUATION DATE OR HOURS COMPLETED	AREA OF STUDY/MAJOR	DEGREE
HS:			
COLLEGE/UNIVERSITY:			
COLLEGE/UNIVERSITY:			

REFERENCES (*please do not list relatives*):

NAME – TITLE - POSITION	CONTACT INFORMATION (<i>address and phone number</i>)	RELATIONSHIP

PAST WORK EXPERIENCE (*last 5 years*):

PLACE CONTACT INFORMATION	DATE OF EMPLOYMENT	POSITION/ RESPONSIBILITIES	REASON FOR LEAVING	SALARY/ HOURLY WAGE

PAST RELATED WORK or VOLUNTEER EXPERIENCE WITH CHILDREN: *Same as above*

PLACE CONTACT INFORMATION	DATE OF EMPLOYMENT	POSITION/ RESPONSIBILITIES	REASON FOR LEAVING	SALARY/ HOURLY WAGE

OTHER QUESTIONS:

- Are you at least 18 years of age (*required by the Dept. of Health*): Yes No
- Are you already registered as a child care provider in the state of Missouri? Yes No
- Are you a certified teacher? No Yes If yes, what areas are you certified to teach?

4. Do you have a CDA? Yes No Renewal Date: _____

5. Are you currently certified in infant and child CPR?
 No Yes If yes, the expiration date: _____

6. Are you currently certified in First Aid? No Yes If yes, the expiration date: _____

7. Date of your last TB test? _____

8. Have you had a medical physical within the last year with clearance to work with young children?
(as required by the Dept. of Health): Yes No

9. Have you ever been convicted of a crime (please include traffic offenses): No Yes: If yes, please explain: _____

10. Have you ever been accused of neglect or abuse? No Yes: If yes, please explain: _____

11. Do you have a valid driver's license? Yes No
If yes, note any special type of license: Regular Class C Class B Other: _____

12. Are you able to lift at least 50 lbs. on occasion? Yes No

13. Do you smoke? Yes No (The entire campus of The Education Institute, Inc. is a non-smoking and non-tobacco using campus. When on official business and representing the company, employees/consultants are also expected to refrain from using tobacco products in public in order to present a healthy image to our children. It is VERY IMPORTANT that no tobacco by-products are to be on clothes and hair when working with our young clients.)

14. What specialized skills, talents, or interests do you have that would enhance your position with The Education Institute (specialized training, foreign language, computer knowledge, music, art, drama, etc.):

15. What is your expected rate of pay for this position(s) you are applying: _____

Please feel free to include a current resume or vita, letters of reference, or other applicable information. You may also use a separate piece of paper to include additional information.

The information contained within this application is presented as true and to the best of my knowledge.

Applicant Signature

Date

**Certain positions require various job duties and responsibilities that all persons may not be able to perform. Specific job responsibilities can be reviewed for each position through the job description.*

As part of the application and pre-employment process, you may be asked for a copy of your driver's license and social security card to conduct a background check, as well as take a drug screening test at a different facility. The background check and drug screening test will be your cost. The TB test and medical exam will also be your cost as part of the continued employment process. You will be reimbursed for certain costs (drug screening and background check) after 6 months of employment.

The Education Institute, Inc. is an equal opportunity employer.

For office use only:

Date of Interview: _____

Comments: _____

Recommend for Hire/Volunteer Program: Yes No Special Conditions: _____

