



Clubhouse Kids LLC.

Application for Employment

Clubhouse Kids LLC.
 P.O. Box 455
 Walkersville, MD 21793-0455

Phone: (301) 685-5100
 Fax: (301) 685-5120
www.ClubhouseKidsOnline.com

Personal			Date:
Last Name:	First Name:	Middle:	Referred By:
Street Address:			Home Phone:
City, State, ZIP:			Cell Phone:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female			Email Address:
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you 20 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever <u>applied</u> for employment with us before today? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, month and year: _____ Location: _____			If not, employment may be subject to verification of age.
State the names of friends and relatives employed by us:			Have you <u>been</u> employed with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No
List other experience or skills that may be relevant to the job(s) in which you are applying:			If "Yes," when: _____
Position you are applying for: _____ (*see page 3 for each position's qualification requirements)			Pay expected
School Year Program: <input type="checkbox"/> Director <input type="checkbox"/> School Age Teacher <input type="checkbox"/> Assistant Teacher <input type="checkbox"/> Aide <input type="checkbox"/> Substitute <input type="checkbox"/> Other: _____		Summer Camp Program: <input type="checkbox"/> Counselor <input type="checkbox"/> Counselor in Training (CIT) <input type="checkbox"/> Other: _____	
Have you ever been convicted of a crime or a sex abuse offense? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," describe in full: _____			
Do you hold a college degree or current certification in Early Childhood Education? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Education

Type of School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
<u>Graduate School:</u>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>College:</u>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Business, Trade, or Technical School:</u>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>High School:</u>				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Certifications you hold or related trainings you have completed:

- CPR/First Aide
 90 hour School Age Course
 Medication Administration Course
 Other (please list) _____

Employment

Give an accurate and complete full-time and part-time employment record. Start with your present or most recent employer.

Company #1 Name:	Telephone:
Address:	Employed Dates (month and year): From: _____ To: _____
Name of Supervisor: May we contact this supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary or Pay: Start: _____ Finish: _____
Job Title and Description of Daily Work:	Reason for Leaving:
Company #2 Name:	Telephone:
Address:	Employed Dates (month and year): From: _____ To: _____
Name of Supervisor: May we contact this supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary or Pay: Start: _____ Finish: _____
Job Title and Description of Daily Work:	Reason for Leaving:

Employment Continued...

Company #3 Name:	Telephone:
Address:	Employed Dates (month and year): From: _____ To: _____
Name of Supervisor: May we contact this supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary or Pay: Start: _____ Finish: _____
Job Title and Description of Daily Work:	Reason for Leaving:

Professional References (i.e. Supervisors, Teachers, Professors, Past Co-Workers, etc.)

Name	Relationship to Applicant	Telephone
1.		
2.		
3.		

Minimum Job Requirements/Qualifications

School Year Positions:

Aide - School Age Child Care Center: 16 years of age. Some experience in the child care field is a plus.

Assistant Teacher - School Age Child Care Center: 18 years of age, high school diploma or GED, have at least one of the following: a) 800 hours of recent experience working with school-age children in a licensed child care facility or; b) 600 hours of experience and 15 hrs of approved credited college coursework, or c) 400 hours of experience and 45 hrs of approved credited college coursework.

Teacher - School Age Child Care Center: 19 years of age, high school diploma or GED, the 9 hour Communication Course, the 90 hour School Age Child Care Course, have at least one of the following: a) 400 hours of recent experience working with school-age children in a licensed child care facility or; b) One year of college coursework relating to the care of school age children, or a combination of college course work & work experience.

Director - School Age Child Care Center: 21 years of age, Bachelor's Degree, preferably in ECE or Education. Also must have 3 semester hours of approved administrative training, and must have either one of the following: a) 400 hours of recent experience working with school-age children in a licensed child care facility or; b) 1 year of experience with school age children as a registered family child care provider.

Summer Camp Positions:

Junior Counselor In Training (JCIT): Must be entering the 9th grade or higher in the fall.

Junior Counselor: 16 years of age. Some experience in the child care field or child development coursework is a plus.

Counselor: 19 years of age, high school diploma or GED, the 9 hour Communication Course, the 90 hour School Age Child Care Course, have at least one of the following: a) 400 hours of recent experience working with school-age children in a licensed child care facility or; b) One year of college coursework relating to the care of school age children, or a combination of college course work & work experience.

Senior Counselor: 21 years of age, high school diploma, have at least one of the following: a) An Associates Degree in ECE or; b) the 90 hour School-Age Child Care Course or; c) Hold the Child Development Associate National Credential. Also must have the 9 hour Communication Course, 3 semester hours of approved administrative training, and must have either one of the following: a) 400 hours of recent experience working with school-age children in a licensed child care facility or; b) 1 year of experience with school age children as a registered family child

* Clubhouse Kids LLC is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preferences, or physical or mental disability.

Additional Questions and Information

Yes No

- If hired, will you be available/able to work extra hours for special events if needed?
- If hired, will you be available/able to attend staff meetings after hours?
- Will you be able to travel to Clubhouse Kids locations other than the one where you were placed?

How did you hear about us? Internet TV/Radio Newspaper Word of Mouth

Other: _____

Thank you for your interest in acquiring a position with Clubhouse Kids. Please understand that each section of this Employment Application must be completed in order for us to process your application. After we review your application, we will contact you by phone if we are interviewing for a position that would meet your qualifications. If we are not currently interviewing, we will keep your application on file and will look to call you if a matching position becomes available.

What will happen if I am called for an interview?

- * Interviews are scheduled by phone usually one week in advance. Interviews typically take place during normal business hours (9:00am - 5:00pm).
- * All applicants are required to be truthful in all statements of the application or risk the chance of not being hired if statements are found to be untrue.
- * All applicants are required to read and sign a printed overview of Employee Job Responsibilities/Essential Functions before any offers are made to them.
- * All interviews will take place in person at our main office or a mutually agreed upon meeting place.

What will happen if I am hired by Clubhouse Kids?

- * Applicants are usually notified by phone if being offered a position.
- * Applicants who are offered a position will be required to pass a substance abuse screening, fingerprint clearance, and submit a Medical Report **prior** to the start of work.
- * Anyone hired must complete all required paperwork **prior** to the start of work.
- * Anyone hired will need to participate in an orientation.

What if I am interviewed and do not receive an offer of employment?

- * Applicants will be notified by mail regarding employment decisions.
- * Clubhouse Kids LLC reserves the right to offer no explanation regarding decisions to employ or not employ applicants.

"Under Maryland law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit or take a polygraph, lie detector or similar test or examination as a condition of employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.00"

I attest that to the best of my knowledge, the information provided in this application is accurate and true.

Applicant's Signature

Date