

TCOC CHILDCARE CENTER

Employment Application Form

TCOC Childcare Center operates as a ministry of TheChurchOfCorinth, an organization that does not discriminate against applicants for employment on the basis of race, age, sex, national origin, disability, veteran's status or marital status. TCOC Childcare Center is a licensed childcare center and all applicants must meet Texas Child Protective Services requirements to be eligible for employment. Along with the application, all applicants must submit an FBI Background Check and Fingerprint Check.

Date

Position Requested: Circle all that apply

- Preschool/MDO Teacher,
- Assist Teacher,
- After School Teacher
- Substitute/On Call
- Driver

I desire a **Full Time** or **Part Time** position (Circle One)

Name: Last

First

Middle Initial

Email Address

Current Address

City/State/Zip

Telephone

Social Security Number

If at the above address for less than five year, please list previous address.

Street Address

Education

(List highest educational experience) High School diploma is required for employment in a licensed childcare facility.

High School Name

Number of Years/Did You Graduate?

City/State

College

School Name

Number of Years/Did you Graduate?

City/State

Background Information

1. Are you legally eligible for employment in the United States?

Yes _____ No _____

*Proof of citizenship or immigration status will be required upon employment

2. Background check will be conducted through TX DFPS. Do you agree to the background check?

Yes _____ No _____

1. Are you over 18 years of age?
Yes _____ No _____

2. Contact for notification in case of an emergency:

Name	Relationship to you	Phone #
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3. If hired when would you be available?

4. Are there any days/hours you would not be able to work?

5. Do you have any physical disabilities that would hinder you from lifting a small child? If yes please explain.

6. Please give your reasons for seeking a position in early childhood education

7. Who referred you to us?

8. Do you have any other skills you wish to mention?

Personal References

Please provide at least two personal character references for us to contact in addition to your employment references.

Name

Phone Number

Address

Relationship to You

Name

Phone Number

Address

Relationship to You

Applicant Statement
Please read carefully before signing.

I hereby authorize you to contact any references or organizations listed in this application and authorize such references or organizations to release any information contained in their files or records concerning me. In consideration of the receipt and evaluation of this application by TCOC Childcare Center, I release TCOC Childcare Center, all of its agents, and all such references and organizations from any and all liability for any damage that may result from furnishing such information to you. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I understand and agree that if I am offered conditional employment with this facility, my appointment is for no definite period and may, regardless of the date or method of payment of my wages or salary, be terminated by either party at any time without previous notice or cause, and is subject to change in wages, conditions, benefits, and operating policies.

I agree that if I am employed by this facility, a potential employer may contact this facility or its representatives in the future concerning my work record and my work performance at this facility. I hereby consent to and authorize persons employed by this facility to divulge any and all information they consider relevant to any person representing themselves to be an employer or potential employer of mine with respect to my work and/or performance of my job at this facility.

I agree to a medical examination or inquiry, if requested, if I receive a conditional offer of employment, including analysis for the detection of the use of illegal drugs or controlled substances. I understand that testing positive for drugs or controlled substances will prevent my employment or continued employment by this facility.

I understand and agree that in the performance of my duties as an employee of this facility, that I must hold in confidence any and all information that I come in contact with regarding my employer or its business.

I understand and agree that it is critical to the mission of TCOC Childcare Center that all employees conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with TCOC Childcare Center policies and the State of Texas Childcare Operation and Licensing procedures, including those concerning child safety and protection, sexual abuse, and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures, will result in my immediate dismissal.

I understand, that to be employed by this facility I must meet the minimum standards as a qualified caregiver as stated in the State of Texas Childcare Operation and Licensing procedure and agree to the FBI background investigation and fingerprinting.

I understand, that if hired, it is my responsibility to maintain and possibly acquire at my own expense, the CEU Training hours needed to be considered a Qualified Caregiver, and if I do not maintain these hours it is grounds for termination, or probation until such hours are completed.

If hired as a Qualified Caregiver, I agree to participate in all training hours made available to me, and understand if I cannot participate in these hours, that I will acquire the hours on my own time, and at my own expense.

My responses above are true and correct. I understand and agree that any false answers or statements made by me on the application or any supplement thereto, or any false statements made to the representative of TCOC Childcare Center during the interview process will be sufficient ground for not hiring me or immediately discharging me, no matter when discovered.

I have carefully read, understand and agree to the foregoing "Application Statement" and further understand and agree that a copy of this application shall be as valid as the original.

Signature of Applicant

Date