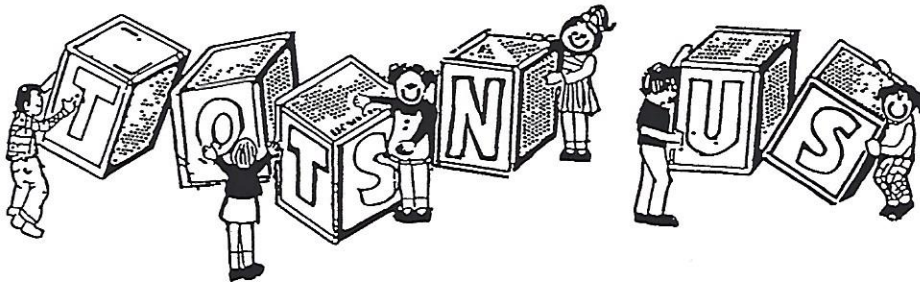


1451 Route 300
Newburgh, NY 12550
(845) 564-2281
(845) 564-7215



P.O. Box 284
Route 311
Patterson, NY 12563
(845) 878-3604
(845) 878-9611

535 Old Hopewell Road, Hopewell Junction, NY 12533
(845) 221-3434 * (845) 226-5539 * Toddler Bldg. (845) 226-4059 * FAX (845) 226-1817
www.Tots-N-Us.com

An equal opportunity employer
EMPLOYMENT APPLICATION

PERSONAL

pg1 of 3

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State & Zip Code)

Contact Number _____

In Case of Emergency notify _____ Address _____ Phone _____

JOB INTERESTS/SKILLS

Position applied for _____ Salary Desired _____

Have you applied for a position here before? ☐ Yes ☐ No If yes, when? _____

Type of employment requested ☐ Full Time ☐ Part Time - on what basis: _____ ☐ Substitute

Are you currently employed? ☐ Yes ☐ No

Date you could begin working _____

Do you have prior experience working in Child Care? _____

When did you become interested in working with young children? _____

Why did you become interested in working with young children? _____

Why did you choose to apply at Tots-N-Us? _____

What specific strengths do you think you can bring to this position? _____

What are you looking for at this job that you did not find at your previous job? _____

Tell us what you want to be doing professionally in 3 years? _____

What outside activities (recreational) do you enjoy most? _____

Do you play any musical instruments? Which ones? _____ Do you like to sing? _____

Summarize any other special skills or qualifications

Thank you for your interest in joining our team!

Tots-N-Us Nursery School and Day care Center hires qualified individuals who bring warmth, patience and understanding to the classroom every day, encouraging children to learn, play and grow.

Qualified Employees:

- Are at least 18 years of age
- Have a high school degree or equivalent education
- Have experience working with children
- Submit to various background checks required by NYS OCFS
- Willing to be CPR and First Aid Certified
- Complete a Tuberculosis test and physical and provide a physician's documentation of both
- Possess a strong work ethic and are punctual
- Have an awareness of the needs of young children and appropriate expectations of their abilities
- Be able to kneel, bend, squat, lift, push, pull, and carry children up to 40lbs
- Work indoors or outdoors
- Be willing to work the needed schedule
- Have dependable transportation
- Speak, read and write English

Required Expectations:

- Ensure the safety and well-being of each child by responding to their cognitive, emotional, social, physical, and educational needs
- Utilize developmentally appropriate practice at all times
- Be warm and nurturing with children
- Be a positive role model for all care giving staff and children
- Be customer service oriented and professional

Responsibilities and Duties:

- Engage children in activities and play that stimulates their development
- Appropriately supervise children while keeping them safe at all times
- Assist children with activities of daily life (e.g., diapering/restroom use, feeding, dressing)
- Greet parents and children daily
- Help facilitate daily activities that are developmentally appropriate for preschoolers
- Creating and maintaining an environment that is clean, organized, and safe for all children
- Establish a professional rapport with each family in order to provide quality care and friendly service
- Good communication skills
- Maintain a professional self-image and project the values of the organization at all times

Tots-N-Us offers a stable, supportive, friendly work environment and the following benefits:
Health Insurance, 401K, Paid Time Off, Paid Holidays and Teacher Training.

The above information is a guideline and does not list all of the job responsibilities or benefits.

EDUCATION pg 2 of 3

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TYPE OF SCHOOL	NAME AND LOCATION	COURSE OF STUDY	# OF YEARS	GRADE AVERAGE	MAXIMUM GRADE	DEGREE, DIPLOMA, CERTIFICATE AND HONORS RECEIVED
HIGH SCHOOL						
COLLEGE OR UNIVERSITY						
OTHER EDUCATION						
OTHER EDUCATION						

Are you planning to further your education? ☐ No ☐ Yes When? _____

PHYSICAL RECORD

Are you able to work the scheduled hours? ☐ Yes ☐ No

Are you able to carry out the necessary job assignment outlined in the accompanying job description completely and safely?

☐ Yes ☐ No If no, accomodations needed: _____

Date of last physical exam and TB test? _____

COMMENTS OR ADDITIONAL INFORMATION YOU WISH TO PROVIDE

[illegible]

EMPLOYMENT HISTORY (LIST MOST RECENT FIRST)

pg 3 of 3

1. Name of Employer _____ Phone _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor and Title _____ Your Title _____

Employed From _____ To _____

Work Performed

Reason for leaving _____

2. Name of Employer _____ Phone _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor and Title _____ Your Title _____

Employed From _____ To _____

Work Performed

Reason for leaving _____

3. Name of Employer _____ Phone _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor and Title _____ Your Title _____

Employed From _____ To _____

Work Performed

Reason for leaving _____

REFERENCES

Name	Relationship	Home Phone	Daytime Phone

ACKNOWLEDGEMENT

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize Tots-N-Us to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have. In the event of my employment with Tots-N-Us, I agree to comply with the rules and NYS OCFS Regulations, including fingerprinting which is mandatory. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the date effective and to work these two weeks.

Applicant's Signature _____

Date _____