Kids. Seniors. Community.

Dear Applicant,

Thank you for inquiring into an employment opportunity with JRC Learning Center. As a center that is licensed by Ohio Department of Job and Family Services we are required to collect a statement of non-convictions by every employee of our facility. This means that in order to be considered for employment the applicant must have never plead guilty or been convicted to any of the crimes that are listed on the back side of this paper. It is also stated that the applicant may not have had a child removed from their home. If either of these applies, it is in the best interest of the center that we will not consider you for employment.

Thank you for your time,

JRC Learning Center
Administration

JRC Learning Center
2213-14th Street NE
Canton, Ohio 44705-1925
phone: 330.452.8376
fax: 330.452.1137
www.JRCcares.org

United Way of Greater Stark County

BBB ACCREDITED CHARITY bbb.org

step up to quality

For Office Use Only
Dept: _____
Hire Date: _____
Position/Title: _____
Classroom: _____
Hours: _____

Application for Employment

JRC Learning Center
2213 14th Street NE
Canton, Ohio 44705-1925
PH: 330.452.8376
FX: 330.452.1137

Please Print

Position(s) applied for _____ **Today's Date:** _____

Name: _____

Address: _____

_____ **Phone Number:** _____
City **State** **Zip**

Best time to call: _____ **Email address:** _____

How did you become aware of this opening? _____

Date you can start work: _____ **Salary Desired: $**_____

Do you know anyone employed at JRC? If so, please state name: _____

Have you previously applied for a position at JRC? Yes ____ When: _____ **No____**

Are you employed now? _____ **May we inquire with your present employer?** _____

Please list any special study or research work related to the posted position:

_____

_____

In case of emergency, please notify:

Name: _____ **Relationship:** _____

Address: _____

_____ **Phone Number:** _____
City **State** **Zip**

Have you ever been convicted of a felony? Yes_____ No_____ If Yes, please explain:

_____

_____

JRC is an equal opportunity employer and does not discriminate against applicants for employees on the basis of sex, sexual orientation, marital status, race, color, religion, national origin, ancestry or age (40 years of age and over).
In addition, the agency does not discriminate against qualified individuals with disabilities

EDUCATION

Education	Name & Location of School	Years Attended	Graduated Yes or No	Major Courses of Study
High School or Vocational School				
College				
College				
Trade, Business or Correspondence School				

FORMER EMPLOYERS- List below the last four employers, starting with most recent

Date - Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving

REFERENCES: List below the names of three persons you have known for at least one year and are not related to you. Please give at least two professional references.

Name	Address	Business	Phone Number	Years Acquainted

I understand that falsification, misrepresentation or omission or requested facts may result in denial of employment or, if employed, may result in immediate dismissal. I understand and agree that, if hired, my employment will be for no definite period and may, regardless of the date of payment of wages, be terminated at any time without previous notice and with or without reason, at the will of either myself or the company. I also understand and agree that no one has authority to promise me job security or continued employment, except the CEO of the company in a formal written agreement signed by both of us.

Signature

By typing your name above, you agree that this is valid as your signature

Date

ADDITIONAL PERSONAL INFORMATION

Briefly describe why you want to work with children.

_____

_____

_____

_____

List experiences working with children. Please include ages and any disabilities:

_____

_____

_____

_____

List projects or activities for/with children which you have initiated, researched, supervised or otherwise been involved:

_____

_____

_____

_____

Describe how you would move ten children from an activity to lunch.

_____

_____

_____

_____

_____

Choose two areas of a child's development* and list three activities related to it.
***AREAS:** "Language" "Small muscle" "Large muscle" "Cognitive" "Social" "Emotional"

Example: "Cognitive"
1. Sorting blocks by color
2. Identifying pictures of life on a farm
3. Adding two blocks and three blocks

Area #1:
1. _____
2. _____
3. _____

Area #2:
1. _____
2. _____
3. _____

Describe the steps and resources you would use to plan an activity or lesson plan:

_____

_____

_____

_____

_____

_____

_____

_____

Describe how you would manage behavioral situations such as a child who is hitting or spitting, a child who bites other children or a child who runs out of the classroom.

_____

_____

_____

_____

_____

_____

_____

What are your long term career goals? Please describe.

_____

_____

_____

_____

_____

_____ _____

Signature Date

By typing your name above, you agree that this is valid as your signature

APPLICANT RELEASE FORM

"An Equal Opportunity Employer"

I, _____ presently residing at

_____ have applied for the position of

_____ with JRC Learning Center.

CERTIFICATE AND AUTHORIZATION- Please read thoughtfully

I, _____ certify that all facts contained in the application are true and complete and acknowledge that the company is relying on the accuracy of the information provided. I authorize the company to verify the accuracy of the information provided herein, and I authorize former employers, educational institutions and credit agencies to release information concerning me to the company. I also authorize the company to give references and provide information about me in response to inquiries subsequent to my employment, if hired.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Also, in compliance with Job & Family Services Child Care Licensing Rules, I am verifying that I am at least (18) eighteen years of age and have completed a high school education or equivalency, such as the Ohio general educational development high school equivalence diploma (GED).

Applicant Name (please print):_____

Applicant Signature:_____

Date:_____ Witnessed by:_____

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