



CREATIVE LEARNING CENTERS

Fairfield ♦ Forest Park ♦ Hamilton ♦ Mount Healthy

HIRING AND EMPLOYMENT POLICIES

Thank you for considering Kid Works as a potential employer! Our teachers play a very important role in the lives of children in our care and we have and hold very high expectations of those that we choose to join our Kid Works team. During the application process we endeavor to provide you with and gather as much relevant information possible in order to make an informed decision. Our goal is to add safe, responsible, loving people to our Kid Works team in order to provide the best environment for our children. Here we have provided a checklist of some of, but not all, the required duties and important components of the hiring process. Please review these duties, policies and requirements and check the box at the left to note that you have read, understand and can fulfill them.

Some of the Required Duties:

- Maintain a safe environment.
- Knowledge of ODJFS Regulations and adherence to them.
- Knowledge of Kid Works policies and adherence to them.
- Assume responsibility of supervising children and maintaining headcounts at all times
- Interact with children in a positive manner following best practices and ODJFS rules
- Maintain a positive attitude
- Communicate and act positively, friendly and professionally with parents and coworkers
- Implement Creative Curriculum for all ages
- Plan and create weekly lesson plans that correspond to the Creative Curriculum
- Attend Staff meetings and in-service trainings as required
- Physically able to lift and carry children and other items up to 50 pounds
- Clean and maintain center sanitary standards
- Complete classroom administrative duties such as taking attendance, keeping meal counts, maintaining inventory lists and completing accident reports
- Work hours as needed in any classroom or at any one of our centers as needed

Important Components of the Hiring Process:

- Kid Works is an equal employment opportunity employer which selects the individual who is the best match for a position at that time based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference,



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age, disability, the presence of a non-related medical condition or handicap, or other protected group status.

- If you are the successful applicant for this position or for any other position, Kid Works will contact you by telephone, letter, or email to extend an offer of employment to you.
- As an Ohio company, Kid Works employs its personnel "at will." This means that you are free to leave your employment with Kid Works at any time, and Kid Works is free to terminate your employment at any time. The period upon which compensation is based, e.g., hourly, monthly, annually, does not modify an employee's "at will" status.
- Kid Works embraces a zero tolerance policy on harassment. This means that any harassment of fellow employees, customers, vendors, or anyone associated in any way with Kid Works is strictly prohibited. All complaints of harassment will be promptly, fully and fairly investigated. Persons found guilty of harassment of any kind including, without limitation, harassment based upon gender, race, or sexual orientation, are subject to discipline up to and including discharge.
- Any intentional falsification, misrepresentation, or distortion made in any company document, including employment applications, is grounds for immediate discharge.
- All policies of Kid Works are in writing. They are contained in the employee handbook [or are distributed as changes or new policies arise]. You should not rely upon any oral representations made to you by anyone in the company, if the representation is contrary to the written policy.
- Kid Works may at any time ask you to submit to a random drug test. Likewise, if Kid Works ever has reason to suspect your use of illegal drugs or misuse of legal ones, or your use of alcohol during work hours, Kid Works has the right to require you to submit to drug and/or alcohol testing. It is understood that a positive test for drugs or alcohol, or refusal to submit to taking a test, will result in termination of employment. It is also understood that employee will reimburse the cost of the aforementioned test to Kid Works if the result is positive for drug or alcohol use.

I hereby acknowledge that I understand the foregoing policies and principles, and have indicated my understanding by checking the appropriate boxes. I understand that compliance with the foregoing, as applicable, is a material term and condition of my employment and a refusal to sign this document will result in the rejection of my employment application.

Candidate's Signature: _____ Date: _____



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Application for Employment:

Candidate's Name: _____ Date: _____

Address: _____

Telephone Number: _____ Email Address: _____

Are you 18 years of age or older? Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.? Yes No

(Proof of citizenship or authorized immigration status may be required prior to hiring)

Position Desired:

Position: _____ Start date available: _____

Wage rate desired: \$ _____ Hourly Monthly Annually

Employment desired: Full-time Part-time If part-time, hours per week desired: _____

Hours you are available to work: _____ Days of week you are available to work: _____

Are you able to work overtime if required? Yes No

Are you on a lay-off and subject to recall? Yes No

Have you ever filed an application or worked for Kid Works before? Yes No

If yes, please provide dates: from _____ to _____

Reason(s) for leaving: _____

Former supervisor(s) at this company: _____

Are you related to anyone currently or previously employed by Kid Works? Yes No

If yes, please provide name(s): _____

Will you travel if required? Yes No

Education

Education	School/Institution	Dates Attended	Diploma/Degree
High School			
College			
Graduate			
Other			



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What is your Career Pathways Level (CPL)? One Two Three Four Five Unknown

Please list any additional Childcare Training or Courses

Title of Course	Given by	Dates Attended	Number of hours

Other Skills Talents and Qualifications Please list any skills such as software knowledge, artistic abilities or other talents and qualifications that you feel may enhance your value to our organization:

Work Experience

Please list your latest two previous employers, beginning with the most recent. If you need more room, to list more than two you may attach another sheet of paper.

Employer:		Address:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Compensation:		Final Compensation:	



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Employer:		Address:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Compensation:		Final Compensation:	

References

Identify at least three persons who are not related to you by blood, marriage, or adoption, to be contacted as references. **At least one must be a former employer.**

Name of Former Employer: _____

Name: _____ Phone Number: _____ Email: _____

Position or Title: _____ Years Known: _____

Address: _____ City, State, Zip: _____

Name: _____ Phone Number: _____ Email: _____

Position or Title: _____ Years Known: _____

Address: _____ City, State, Zip: _____

Name: _____ Phone Number: _____ Email: _____

Position or Title: _____ Years Known: _____

Address: _____ City, State, Zip: _____



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Criminal History/Background Checks

In accordance with Ohio law, a criminal history background check shall be completed for any employee or volunteer. You must complete a Mandatory Statement of Non-conviction (JFS Form 01328) upon hiring and annually thereafter. Certain felonies or misdemeanors may prohibit employment, however not all will.

Have you been charged or convicted of a misdemeanor or felony in the past ten years? Yes No
If yes, please provide details, as this may be relevant if job related: _____

Are there any current criminal charges against you? Yes No
If yes, please provide details: _____

Company Statement

Kid Works is an equal opportunity employer which selects the individual who is the best match for a position at that time based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, the presence of a non-related medical condition or handicap, or other protected group status.

Authorization and Acknowledgements

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application are grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

Candidate's Signature

Date