

# A Habitat for Learning Employment Application

I. Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone (c) \_\_\_\_\_ (h) \_\_\_\_\_ Driver License # \_\_\_\_\_

Do you have a current First Aide Card/CPR \_\_\_ Yes \_\_\_ No If yes, date of expiration \_\_\_\_\_

List training, college, Professional credentials

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

List your last two jobs and give a job description and contact for each.

1. Job \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

Job Description \_\_\_\_\_

\_\_\_\_\_

2. Job \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

Job Description \_\_\_\_\_

\_\_\_\_\_

May we use previous employers as references? \_\_\_\_\_

Why did you leave your previous employment? \_\_\_\_\_

\_\_\_\_\_

Describe your attendance at your previous employment. \_\_\_\_\_

\_\_\_\_\_

Describe something you enjoyed about your previous employment. \_\_\_\_\_

\_\_\_\_\_

Give your previous salary history \_\_\_\_\_

II.

- This position may require lifting up to 50lbs. Several times a day, is this a problem? \_\_\_\_\_
- This position requires a criminal history check, is this a problem? \_\_\_\_\_
- This position provides no Workman's Comp. Insurance, is this a problem? \_\_\_\_\_
- Schedules on this position may change due to enrollment and attendance, are you willing to work flexible hours? \_\_\_\_\_

At a minimum this position requires the following: put your initials by each requirement you can meet.

- \_\_\_ Attend staff meetings after hours; no children allowed
- \_\_\_ Present and follow a lesson plan
- \_\_\_ Follow schedules, instructions, and procedures
- \_\_\_ Follow instructions from director and lead teachers
- \_\_\_ Refrain from gossip about problems, and will inform Director of any known problems
- \_\_\_ Will not discuss salary with other employees
- \_\_\_ Over 18 years old
- \_\_\_ Willing to take the training necessary for this position and continuing education as required by the State and the Employer
- \_\_\_ Capable of being to work on time, calling-in well in advance when ill

III. Check the ones that best describe you.

- |   |  |
|---|--|
| ___ I like being in control               | ___ Quick to accept a challenge                    |
| ___ Self motivated                        | ___ Problem solver                                 |
| ___ Individual thinker                    | ___ Ignore issues that don't involve me personally |
| ___ Follow task from a list to completion | ___ Observant of others                            |
| ___ Happy                                 | ___ Self willed, head strong to complete a task    |
| ___ Easily discouraged                    | ___ Enthusiastic                                   |
| ___ Determined                            | ___ Quiet and reserved                             |
| ___ Light hearted, like to joke           | ___ Social, like to talk and visit                 |
| ___ Serious- task oriented                | ___ Work better without interruptions              |

IV.

1. How do you respond to constructive criticism?
2. What type of discipline do you use?

3. How do you view the child/ adult relationship?
4. Do you work better with a list of job descriptions and tasks to perform, or given a general goal and working the task to meet those goals without supervision? Give examples
5. Describe your personality
6. What are your strong characteristics?
7. What do you see as your weakest characteristics?
8. What could you do to strengthen your weak points?
9. Do you have long range goals?\_\_\_\_\_ Describe them.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Thank you for applying at A Habitat for Learning!