



**Lowcountry Day
Schools**

Employment Application

Application Instructions:

1. Please print neatly using a pen with blue or black ink.
2. Answer all of the questions and complete all sections. The application must be filled out completely even if a resume is attached.
3. Read all the information on the application carefully. Sign and date the application after you have answered all the questions, completed all the sections and reviewed for accuracy.
4. Administration will contact you if your qualifications match job openings. Applications will be kept on file for one month. Completion of an application and interview does not imply that you will be guaranteed a position with Lowcountry Day.

PERSONAL INFORMATION

Name _____
Last First Middle

Present Address _____
Street City State Zip

_____ Home Phone Number Cell Phone Number Email

POSITION INFORMATION

Position Applied for _____

Are you able to work full time? _____

Date Available for Employment _____ Desired Salary _____

Have you ever been employed by Lowcountry Day? _____ If yes, when? _____

Do you have any relatives employed by Lowcountry Day? _____ If yes, who? _____

Are you willing to work overtime? _____ Attend night/weekend Staff Meetings? _____

South Carolina Social Services requires every childcare employee to attend 15 hours training hours each year.

Are you willing to go to: date assigned/prepaid/mandatory 5 hour trainings 3 times per year? _____

Are you willing to provide necessary documentation to establish your identity and your authorization to work in the United States under the Immigration Reform and Control Act? _____

Are you under 18 years of age? _____ If under 18, please state your age _____

Have you ever been convicted of any criminal offense other than a minor traffic violation? _____
If yes, please explain nature and how recently such offences were committed. _____

Have you ever been investigated by Child Protective Services, State Licensing or any comparable entity regarding your ability to work with children? _____ If yes, please explain. _____

EMPLOYMENT HISTORY

Starting with your most recent employer, list current and all prior experience including military experience.

Employer	Job Title and Responsibilities	Employment Dates (Mo/Yr)	Compensation	Reason(s) for Leaving
Company Name:			Starting Base Salary:	
Address:			Ending Base Salary:	
City and State:			Actual Bonus Earned:	
Supervisor Name:			Other Incentives:	
Supervisor Phone #:				

Employer	Job Title and Responsibilities	Employment Dates (Mo/Yr)	Compensation	Reason(s) for Leaving
Company Name:			Starting Base Salary:	
Address:			Ending Base Salary:	
City and State:			Actual Bonus Earned:	
Supervisor Name:			Other Incentives:	
Supervisor Phone #:				

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Address:			Ending Base Salary:	
City and State:			Actual Bonus Earned:	
Supervisor Name:			Other Incentives:	
Supervisor Phone #:				

If currently employed, may we contact your present employer? Yes No

Please list any and all child care employment, business, and/or activities that you currently participate in.

EDUCATION

School Name	City & State	From / To (Year) (Year)	Graduate	Diploma or Degree
High School				
College				
Other Training				

Please list 3 professional references below.

Name	Address	Phone Number	Relationship

Please check each type of work you would be willing to perform:

- Pre-K (4-5 y/o)
- Pre-K3 (3 y/o)
- Toddlers (2-3 y/o)
- Infants/Toddler (1-2 y/o)
- Infants (0-1 y/o)
- After School (5-8 y/o)
- Summer Camp
- Floater/Kitchen Staff
- Cook/Kitchen Staff
- Housekeeping/Daily Cleaning

Do you have children? _____ Ages? _____ Would you need childcare? _____

Do you have back-up childcare if your child becomes or is ill and cannot attend? _____

Please explain your reason for desiring employment with Lowcountry Day Schools _____

What are your strengths? _____

Do you have any medical conditions? _____ Are you currently on any medications? _____

If so, what medications? _____

Do you have experience working with children? _____

Would several infants crying at one time bother you? _____ How would you handle a temper tantrum?

Do you have any physical problems preventing you from picking up children or getting down on the floor & back up again? _____ If yes, what? _____

There is an employee dress code. You cannot have long fingernails, wear big earrings or visible (hoop) nose piercings. **All employees are to wear modest child friendly scrubs & closed toe shoes.**

Are you acceptable with the dress code? _____

We are a Christian preschool. We say blessings before snacks & lunch. We have a Christian theme incorporated into our monthly curriculum. Are you comfortable with this? _____

No cell phones or pocketbooks are allowed to be in any classroom. All cell phones (turned off) & pocketbooks are to be left up at the front office. Do you have a problem with this? _____

There are two Lowcountry Day schools. Between the schools we are open between 7:00 AM & 6:15 PM.

Can you work between these hours? _____

Do you need any specific hours off during the week? _____

Please answer yes or no to the following questions:

Do you consider yourself artistic?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have dependable transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you alright with toilet training a child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any problems working in a kitchen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a problem with cleaning up vomit or diarrhea?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you mind changing diapers (including soiled)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you mind taking out the trash?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you mind wiping runny noses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you sweep?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you vacuum?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you mop floors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you dump out dirty mop water?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you scrub a toilet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you plunge a toilet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you scrub a sink?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Communicate effectively in English (written and verbally)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to supervise, see, hear, and respond to children's needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to crouch to child's eye level, sit on the floor, and stand?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Able to lift 30 lbs from the floor to waist?	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No		
Able to move quickly to respond to a child's needs?	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No		
Able to handle stress and tension that may occur?	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No		
Have you had a tuberculosis test within the last 12 months?	<input type="checkbox"/> Yes	Date	Results
	<input type="checkbox"/> No		

Is there anything you would like for us to know about you? _____

APPLICANT'S DISCLOSURES

Please read the following statements carefully before signing this application. Only applications that are signed and dated will be valid.

By signing this application, I authorize Lowcountry Day to contact all my employment and personal references. I hereby consent to having a physical and TB test as required by the state of S.C. to work in childcare. I also understand that a criminal background check will be obtained by Lowcountry Day through federal, state and/or local law enforcement agencies. I must also be able to supply a copy of my diploma/highest degree, which is required by the state of S.C. in order to work in childcare.

An employee's first 90 days of employment are on a trial basis and are considered a continuation of the employment selection process. The 90 day probationary period provides Lowcountry Day an opportunity to observe and evaluate the capacity of the employee, which includes the employee's ability to satisfactorily perform the essential functions of their job; and to observe and evaluate the employee's work habits and conduct, including attendance and the employee's relationship with children, parents, coworkers and superiors.

During this probationary period, Lowcountry Day may terminate employment immediately, with or without cause and with or without notice. This 90 day probationary period is not a term of employment and is not intended, nor does it, impact the at will nature of the relationship between Lowcountry Day and the employee.

I HAVE READ AND FULLY UNDERSTAND THE QUESTIONS ASKED IN THIS APPLICATION. I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE. I ALSO UNDERSTAND THAT THE OMISSION, FALSIFICATION OR MISREPRESENTATION OF ANY FACT FROM THIS APPLICATION OR MATERIALS I SUBMIT, OR DURING ANY INTERVIEW, WILL BE CAUSE FOR DENIAL OF APPLICATION, WITHDRAWL OF OFFER OR IMMEDIATE DISMISSAL.

Applicant's Signature _____ Date _____