



Khaled Jarrah & Rabab Harb, Owners

Application for Employment

Personal Profile

Name \_\_\_\_\_ Date \_\_\_\_\_  
Phone: Home# \_\_\_\_\_ Cell # \_\_\_\_\_  
Address: \_\_\_\_\_  
SSN# \_\_\_\_\_ DOB \_\_\_\_\_  
Email : \_\_\_\_\_  
Position applying for \_\_\_\_\_  
Location applying for \_\_\_\_\_  
Full Time or Part Time Hours \_\_\_\_\_  
Age group you have worked with \_\_\_\_\_

Education Profile

High School \_\_\_\_\_  
Graduate (  ) Yes (  ) No (  ) GED  
College \_\_\_\_\_  
Diploma/Degree \_\_\_\_\_

Child Care Related Training:

Do you have your 40 hour DCF training certificate? (  ) Yes (  ) No  
Do you have your FCCPC? (  ) Yes (  ) No  
Do you have your CPR and First Aid training? (  ) Yes (  ) No

Other Child Care or Education Related Experience/Training:

\_\_\_\_\_

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(Please provide copies of all certificates and proof of recent child care training.)

Miscellaneous Information

Do you have any special interests?

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Hobbies? \_\_\_\_\_

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Have you ever driven a 15 passenger van? ( ) Yes ( ) No

Have you been driving for at least 3 years? ( ) Yes ( ) No

Have you had a citation (ticket) in the past 3 years? ( ) Yes ( ) No

If yes, please explain? \_\_\_\_\_

Employment History

Please list employment history beginning with the most recent:

1) Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of employment: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Position Held: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

2) Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of employment: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Position Held: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

3) Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of employment: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Position Held: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Employment Agreement:

May we contact your most recent employer? ( ) Yes ( ) No

Have you ever been arrested under your current name or any other name?

( ) Yes ( ) No

Have you ever been accused of, or found guilty of child abuse or any offense against a child? ( ) Yes ( ) No

CHILD ABUSE ACTIONS WILL BE GROUNDS FOR IMMEDIATE DISMISSAL

I agree to abide by the rules set forth by Coral Reef Academy, Inc.

I am aware that any cost associated with the hiring process, including screenings, will be a payroll deduction from my paychecks.

I understand that, if I do not have my 40 hour DCF training, I am required to enroll in the basic 20 Hour Child Care class and two 10 hour Specialized Modules (40 hour certification), within the first ninety days of employment. I also understand that I am required to attend in-service/continuing education classes.

I understand that I will be required to purchase uniform shirts and to wear the uniform to work each day.

All employees are on a probationary period for ninety days for the date of hire. During this time you will be evaluated on your job performance including, but not limited to, attendance, dependability, punctuality, initiative, safety, child development, knowledge, personal appearance, and ability to work cooperatively with co-workers and management and to interact with the parent. If the evaluation is not satisfactory and within the standards set forth by Coral Reef Academy, you may be dismissed.

I understand that if my employment ends for any reason during my first two weeks, any hours worked will be paid at a training rate of minimum wage.

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Signature

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Date