

Kidville-Kovar Child Development Center
Employment Application
Teaching Staff

*Please complete the application in its entirety as your answers will serve as the basis for our discussion during the interview.
We look forward to speaking with you soon.*

1. Name 2-3 of your absolute best qualities – those that would help us remain the “best” Preschool in the area?
2. What is the greatest challenge you have faced in life? More importantly, what skills or techniques do you use when faced with challenges?
3. How do you measure your impact in a child’s life each day? How do you know you made a difference?
4. What does dependability mean to you? If your previous employer or co-workers were asked to assess your dependability on a scale of 1 (often absent/tardy) to 5 (present/early), what rating would they give? _____
5. Attitude is contagious. How would others in this organization act/ behave if they “caught” your attitude? _____
6. What is most important when dealing with parents? Name something specific you have implemented in the past to welcome families into your classroom or to involve them in their student’s educational pursuits?
7. How do you assure good working relationships with co-workers?
8. Describe a time when you interacted positively with administration?
9. How would you react if a child kicked you, spat upon you, or hit you? Please be honest.
10. How do you assure effective classroom guidance and behavior management? Describe techniques/strategies that you routinely use? Name one behavior response that you don’t engage in?

11. Do you know the star-rating of our school? F_____ The Environmental, Health, and Safety rating? S_____ . How would you assure we maintain those levels? How familiar are you with Environmental Rating Scales?

12. What must be present in/absent from your workplace for you to thrive?

13. Unit of Study: “All About Birds” Choose an age group: _____

Jot down a few lesson plan elements below within the following areas:

- a. Describe your group time/morning meeting/circle time?
- b. Describe a teacher-directed small group activity?
- c. Describe books and literacy activities you would introduce and why?
- d. What STEM activities would you include and why?
- e. How would you bring the developmental centers alive? What “intentional” activities, materials, games would you add to each center and why?
- f. What outdoor/Gross Motor activities would you include?
- g. How would you include visitors, trips, or family involvement?

14. Name 3 NCDCDEE licensing rules/regulations.

15. Name 3 EHS rules/regulations.

16. What curriculum have you used for lesson planning?

17. Are you familiar with assessments and their importance in planning children’s development?

Additional Information to Consider:

1. Between the hours of 6:30 a.m. – 6:30 p., are you “flexible” to work any scheduled hours? Yes ____ or No _____. Are you willing to work late, come in early, change classrooms, leave early, or come in late as requested by administration? Yes ____ or No _____. Monthly Staff meetings are scheduled, as are workdays as needed. Will you attend those regularly as planned? Yes ____ or No _____.
2. If you were offered a position with our company, what is the earliest date you would be available to report to work? _____ Does this include a notice to your current employer, if applicable? _____
3. Do you have a Criminal Clearance Letter from the DCDEE releasing you to work with young children? _____ Do you have an Education Qualifying Letter from the DCDEE stating the roles you are qualified to work? _____
4. Do you have a negative Tb test that has been completed and read within one year of today’s date? _____ Current Physical? _____
5. Can you provide a clean DMV record? ____ Are you willing to be trained to transport children as necessary for the school? _____
6. You are required to remain drug/alcohol (d/a) free while employed here. Are you willing to take a pre-employment d/a screen? _____ A “for cause” d/a screen? _____ Random d/a screen as called upon? _____
7. How effectively could you follow and/or manage the following Employment Policies? Initial each item indicating that you read, and we reviewed during the interview.
 - a. We expect regular and timely attendance from employees. 1 = I’m out of work a lot, more than 12 hours within a quarter (\$0.50/hour pay impact for 90-days); 3 = I stay out like most people, less than 12 hours within a quarter (no pay impact); 5 = I’m dependable and come to work as scheduled (eligible for bonus payments). *Describe a time where you pressed your way to work as needed?* _____/_____
 - b. We provide a warm, nurturing environment for children, families, and staff alike. We expect employees to remain Gossip-Free which is defined as not speaking nor listening to others about problems, issues, or concerns that they cannot resolve. *Describe a time where you remained Gossip-Free?* _____/_____
 - c. Overview of pay-related policies that can result in deductions from pay: 1) unauthorized work outside of scheduled hours; 2) separation of employment without a proper (15-30-day notice); 3) time away from work (suspension) for policy infractions; 4) childcare deductions; 5) training policy defaults; 6) see a) above; 7) missing inventory; and 8) unauthorized approvals for purchases and receipts. _____/_____