



610 Summit Dr, Fairmont, MN 56031

Monday-Friday 7:00am-5:30pm

EMPLOYMENT APPLICATION

We accept employment applications year-round. There is always a need for experienced early childhood teachers as our program continues to grow. All applications will be reviewed, checked for accuracy, background checks will be conducted, and any information submitted by you will be verified.

**YOU MUST BE AT LEAST 16 YEARS OLD AND HAVE A CLEAR
BACKGROUND CHECK.**

<https://buildingblocks-fmt.org/online-application>

Once your completed application has been reviewed and if your qualifications meet the current needs of our childcare program, you will be contacted to come in for an interview.

Daily child attendance fluctuates and varies day-to- day. Please be aware that you are not guaranteed any specific or determined number of hours per day, per week or classroom assignment. Your work schedule will be based upon the daily current needs of the child care program. You will be responsible to check your schedule each day for any changes. Paydays are bi-weekly (every 2 weeks).

Position applied for (please circle):

Lead Teacher

Assistant Teacher

Aide

(Please provide your full legal name)

Last Name:

First Name:

Middle Name:

Email Address:

Address:

Telephone:

Do you have reliable transportation? Yes No

If you have earned any college credits (in any field, not just child care related), please attach an unofficial copy of your transcript.

If you have experience working with children, please attach official documentation of the number of hours you've completed. (i.e. working at a school, a day care center, etc.)

Current & Previous Employment

Please list most current employment first.

Name of Employer:	Address:	Dates of Employment From: _____ To: _____
Job Title and Duties:		
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Job Title and Duties:		
Name of Employer:	Address and Phone:	Dates of Employment From: _____ To: _____
Job Title and Duties:		

Education

Please list highest qualification first.

Name of High school, College, University, etc.	Years Completed	Major	Diploma/Degree Awarded

Criminal History

Have you been convicted of or charged with a felony or misdemeanor within the last 10 years? Yes No

If yes, please explain. Having a history does not necessarily exclude you for hiring consideration. Not disclosing any history or falsifying details does.

References

Please do not list relatives or friends.

Name:

Name:

Relationship:

Relationship:

Organization:

Organization:

Phone:

Phone:

Questionnaire

1. Date you are available to start:

2. Ages you are comfortable with (please circle):

Infant (6wks- 17m) Toddlers (18m-33m) Pre-School (34m-5yr)

3. Are you willing to submit to random drug testing? Yes No

4. Are you CPR-FIRST AID Certified? Yes No

5. Are you willing to do some housekeeping chores (sweeping, mopping, cleaning toilets, dusting, taking trash out, etc.)? Yes No

6. Are you willing to attend trainings outside of regular business hours? Yes No

7. Do you enjoy singing, dancing and sitting on the floor interacting with children?

Yes No

8. Are you willing to learn how to change diapers and potty train? Yes No

9. I have a good attitude and am a team player. Yes No

10. I am able to lift up to 25lbs. Yes No

11. Are you able to perform the essential tasks required for the position, including lifting, bending, sitting on the floor, standing, and meeting the physical and emotional demands of children? Yes No

12. What skills/ abilities would you bring to BBLC?

13. Why are you interested in working for Building Blocks Learning Center?

14. What are some creative ideas you have done with children?

15. What do you see as your personality weakness?

16. Describe how you can overcome your weakness?

17. What do you see as your personality strength?

18. Provide an example of a time you demonstrated leadership.

19. Provide an example of a time you worked collaboratively with a team.

20. What techniques do you use for disciplining children?

21. What does high quality child care look like to you?

Declaration

I confirm that in order to further my application for employment, Building Blocks Learning Center will use this data I have supplied to conduct reference checks and to confirm my identity. I understand that Building Blocks Learning Center may hold my information for future reference.

Authorization and Consent for Release of Information

I certify that my answers are true and complete. I authorize you to make such investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that if employed, I am required to adhere to all policies and procedures of Minnesota Minimum Standards for Licensed Child Care Centers and company policies. I understand that my employment and compensation is terminable at-will. There is no definite period and my employment and compensation may be terminated by the company (employer) at any time and for any reason whatsoever, with or without cause at the option of the company or myself.

I hereby certify that:

- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description which I have read, or which shall be supplied to me.
- I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specified document to the effect is executed by the employer and I in writing.
- I understand that I must be at least 18 years old and have a clear background check. I must be able to speak, read and write English. I am aware that child care is not guaranteed to staff.
- I understand that the Director(s) will coordinate my daily work schedule.
- I am aware that daily child attendance fluctuates and varies day-to-day and that I am not guaranteed any specific or determined number of hours per day, per week or classroom assignment and that my work schedule will be based upon the daily needs of the child care program.
- I understand that I will be responsible to check my schedule each day for any changes and that paydays are bi-weekly (every 2 weeks).
- All the information given by me on this form is accurate to the best of my knowledge.
- I possess all qualifications which I claim to hold.

Signed: _____ Date: _____