



## APPLICATION FOR EMPLOYMENT

### GRAND VIEW CHILD DEVELOPMENT CENTER

3342 John Wesley Drive, Dubuque, Iowa 52002 | Phone: (563) 582-1125 | Fax: (563) 582-3556  
Email: grandviewpreschool@gmail.com | Web: www.grandviewdubuque.org/cdm

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street City State Zip

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Social Security: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Are you over the age of 18?** \_\_\_\_ Yes \_\_\_\_ No

**Are you over the age of 21?** \_\_\_\_ Yes \_\_\_\_ No

**Position(s) applied for:** *(Please mark all that apply)*

- |   |  |                  |
|---|--|------------------|
| ____ 12-month position                  | ____ 9-month position                        | ____ Summer only |
| ____ Part Time                          | ____ Full Time                               |                  |
| ____ Lead Teacher for Infants:          | ____ Birth – 9 months                        | ____ 9-16 months |
|   | ____ 16-24 months                            |                  |
| ____ Assistant Teacher for Infants:     | ____ Birth – 9 months                        | ____ 9-16 months |
|   | ____ 16-24 months                            |                  |
| ____ Lead Teacher for 2-year olds       | ____ Assistant Teacher for 2-year olds       |                  |
| ____ Lead Teacher for Preschool         | ____ Assistant Teacher for Preschool         |                  |
| ____ Lead Teacher for Summer Elementary | ____ Assistant Teacher for Summer Elementary |                  |
| ____ Food Program Manager / Cook        | ____ Kitchen Assistant                       |                  |
| ____ Administrative Assistant           | ____ Assistant Director                      | ____ Director    |

**List the hours you are available for work:** *(We are open 6am – 6pm.)*

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

\_\_\_\_ Please check that you understand that your work hours may include any day we are open. We are closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## EDUCATION

**High School:** \_\_\_\_\_

Location: \_\_\_\_\_ Major/Degree: \_\_\_\_\_ Years completed: \_\_\_\_\_

**College:** \_\_\_\_\_

Location: \_\_\_\_\_ Major/Degree: \_\_\_\_\_ Years completed: \_\_\_\_\_

**Business / Vocational School:** \_\_\_\_\_

Location: \_\_\_\_\_ Major/Degree: \_\_\_\_\_ Years completed: \_\_\_\_\_

## BACKGROUND

1. Have you ever been convicted of a crime? \_\_\_\_ No \_\_\_\_ Yes \*
2. Do you have any record of child abuse or dependent adult abuse in any state? \_\_\_\_ No \_\_\_\_ Yes \*
3. Do you have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of children/others? \_\_\_\_ No \_\_\_\_ Yes \*

**\* Please explain any affirmative responses.**

Conviction of a crime will not necessarily bar employment. Factors such as age at the time of the offense, type of offense, and rehabilitation will be taken into account in determining suitability for employment. Iowa law requires a criminal record and child abuse check on all employees in contact with children. State of Iowa, Grand View United Methodist Church, and Grand View Child Development Ministry approval is necessary for employment.

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## EMPLOYMENT HISTORY

Please list all work experiences for the past five years (beginning with the most recent). Feel free to list babysitting, nannying, and child care related volunteer positions. You may substitute a resume, as long as all of the requested information is included.

**#1 Employer:** \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip

May we contact this employer? \_\_\_\_ Yes \_\_\_\_ No If no, why: \_\_\_\_\_

Last supervisor name: \_\_\_\_\_ Employment Dates: \_\_\_\_\_ to \_\_\_\_\_

Beginning Pay Rate / Salary: \_\_\_\_\_ Ending Pay Rate / Salary: \_\_\_\_\_

Reason for leaving, please be specific: \_\_\_\_\_

## EMPLOYMENT HISTORY – CONTINUED

List the jobs you held, duties performed, skills used/learned, advancements, or promotions while you worked at this company:

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### #2 Employer:

Address: \_\_\_\_\_  
Number Street City State Zip

May we contact this employer? ☐ Yes ☐ No If no, why: \_\_\_\_\_

Last supervisor name: \_\_\_\_\_ Employment Dates: \_\_\_\_\_ to \_\_\_\_\_

Beginning Pay Rate / Salary: \_\_\_\_\_ Ending Pay Rate / Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

List the jobs you held, duties performed, skills used/learned, advancements, or promotions while you worked at this company:

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### #3 Employer:

Address: \_\_\_\_\_  
Number Street City State Zip

May we contact this employer? ☐ Yes ☐ No If no, why: \_\_\_\_\_

Last supervisor name: \_\_\_\_\_ Employment Dates: \_\_\_\_\_ to \_\_\_\_\_

Beginning Pay Rate / Salary: \_\_\_\_\_ Ending Pay Rate / Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

List the jobs you held, duties performed, skills used/learned, advancements, or promotions while you worked at this company:

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## REFERENCES

**List two references other than relatives or previous employers:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

## APPLICATION PROCESS

Our application process will include some or all of the following steps:

\_\_\_\_\_ Fill out an application. Please include a resume, if you have one.

\_\_\_\_\_ Answer questions in writing prior to interview.

\_\_\_\_\_ Interview, after review of application. There may be a 2nd interview, if needed.

\_\_\_\_\_ Spend time in classrooms/kitchen to gain knowledge of the position(s).

\_\_\_\_\_ There will be questions specific to each open position, and a time for you to ask questions, as well.

What is the most important thing you are looking for in a job? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are some of the things in past positions you feel you have done particularly well or in which you have achieved the greatest success? Why do you feel this way? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would you most like to accomplish if you had this job? \_\_\_\_\_

\_\_\_\_\_

Describe one or two of your most important accomplishments? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe one or two of the biggest disappointments in your work history? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Training is something we all do continually. Continuing education is required by law for all programs. This training may happen outside of normal work hours. We pay for the time for the required annual training and staff meetings.

Are you willing to do this? \_\_\_\_ Yes \_\_\_\_ No

Our kitchen positions involve physical activity that includes, but is not limited to, bending, lifting, carrying, cleaning, and standing for long periods of time. Do you have any health concerns that could limit job duties and/or require additional days off?

☐ Yes ☐ No Comments: \_\_\_\_\_

We are a non-smoking environment. There is no smoking in the building or on the grounds of Grand View. Children may not be exposed to any type of second hand smoke including on the clothing of staff. Do you have any questions relating to our non-smoking environment? ☐ Yes ☐ No Comments: \_\_\_\_\_

It is our goal to offer competitive wages for the child care field. Benefits include paid time off and tuition discounts. At this point we do not offer health or retirement benefits. Do you have any questions about benefits?

☐ Yes ☐ No Comments: \_\_\_\_\_

Do you have requirements for wages, benefits, or number of vacation days?

☐ Yes ☐ No Comments: \_\_\_\_\_

We may be open from 6am–6pm. We may be open every day (including during inclement weather conditions) except for New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Do you have limitations for working on any other day?

☐ Yes ☐ No Comments: \_\_\_\_\_

We participate in the USDA administered Child and Adult Care Food Program which means we have record-keeping requirements. Are you proficient with computers? ☐ Yes ☐ No

We write our own menus. Although we can provide information and training, do you believe you have the knowledge or have the interest in nutrition to do the menu planning? ☐ Yes ☐ No

Comments: \_\_\_\_\_

Do you have any health issues or problems with a driving record that would limit your ability to drive to and shop for groceries? ☐ Yes ☐ No

Comments: \_\_\_\_\_

If you have young children do you have care available when they are not in school because of non-school days or illness? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Not Applicable

Comments: \_\_\_\_\_

If you have young children is your availability for this position dependent upon Grand View providing childcare?  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Not Applicable

Comments: \_\_\_\_\_

We share building, kitchen, and storage space with other ministries of the church. Staff are expected to be knowledgeable about our church programs even if they are not members. Are you willing to do this?  
\_\_\_\_ Yes \_\_\_\_ No

Comments: \_\_\_\_\_

If you are applying for a position with our nutrition program, please indicate areas of experience:

____ Ordering food (grocery shopping/working w/ food distributors)	____ Menu planning
____ Computer programs (ProCare, Microsoft Excel, etc.)	____ Kitchen experience
____ Preparing large quantities of food	____ Food Safety courses
____ CACFP (Food Program)	____ Food Production Records

Please list other experience or training that you think would prove helpful to this position:

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If you are applying for an administrative position, please indicate areas of experience:

____ CACFP (Food Program)	____ Iowa DHS Child Care Code	____ Iowa Quality Rating System
____ ProCare	____ Microsoft Word	____ Microsoft Excel
____ A/R or Budgeting	____ Experience in scheduling staff & children	____ Agency Billing
____ Quicken or Quickbooks	____ National Administrator's Credential	
____ NAYCE	____ Classroom experience	

Please list other experience or training that you think would prove helpful to this position:

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# APPLICATION WAIVER

**Please read carefully. Initial to signify that you have read and understand the statements.**

- \_\_\_ In exchange for the consideration of my job application by Grand View United Methodist Church (hereinafter called "GVUMC"), I understand that, if hired, my employment would be "at-will" and could be terminated at any time by either party, with or without cause and with or without notice. I understand that GVUMC, as an Iowa non-profit religious organization, does not provide any Unemployment Benefits.
- \_\_\_ I understand that I must submit to a criminal and child abuse record check, obtain and maintain all licensing and training requirements, and attend all required meetings.
- \_\_\_ I certify that the statements I have made are true and correct to the best of my knowledge. I understand that the submission of any false information or the omission of any requested information in connection with my application for employment, whether on this document or not, may be cause for failure to hire or for immediate discharge should I be employed GVUMC.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Thank you for applying for a position with Grand View!**

Sincerely,

GRAND VIEW CHILD DEVELOPMENT CENTER'S ADMINISTRATIVE TEAM

