

# Cornerstone Early Learning Center

Application for Employment

Date Received \_\_\_\_\_

Address:  
4790 Rosemary Way N.  
Hugo, MN 55038

Center: (651) 444-1144  
Fax: (651) 748-0723  
Email: elcadmin@christlutheran.us

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

Permanent Address \_\_\_\_\_  
Street City State Zip Code

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Best Time and Method to Contact You \_\_\_\_\_ Birth Date\* \_\_\_\_\_

Position Applying for \_\_\_\_\_ Date Available for Employment \_\_\_\_\_

Applying for \_\_\_\_\_ Full time position \_\_\_\_\_ Part time position

Do you have any restrictions as to working hours? \_\_\_\_\_

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As a condition of employment, a comprehensive Background Study will be conducted. This will be conducted for Minnesota and any other states in which you have resided.

List previous states you have resided in since you were 18 and the dates you lived there:

State \_\_\_\_\_ Dates \_\_\_\_\_ State \_\_\_\_\_ Dates \_\_\_\_\_

Have you been convicted of a crime within the last 10 years? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, explain:

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Arrest or conviction of a crime is not an automatic bar to employment. Cornerstone Early Learning Center will review the nature of the offense, the date of the offense, and its relevancy to the position being applied for.

***\*Minnesota requires teachers to be 18 years of age***

## Educational History

Name/Address of School	Last Year Completed	Graduated?	Course of Study/Major/Degree
High School	9 10 11 12	Y N	
College/University (attach transcripts & degree)	1 2 3 4 5	Y N	
Graduate/Professional (attach transcripts & degree)	Masters/Doctorate	Y N	
CDA		Y N	
Other			

Summarize any job-related training, skills, licenses, certificates and/or other qualifications

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## Personal References

List three personal references (other than relatives) who have first-hand knowledge of your character, personality, and job-related skills:

Name \_\_\_\_\_ Profession \_\_\_\_\_

Address \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ co-worker    \_\_\_\_\_ personal friend    \_\_\_\_\_ other \_\_\_\_\_

Name \_\_\_\_\_ Profession \_\_\_\_\_

Address \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ co-worker    \_\_\_\_\_ personal friend    \_\_\_\_\_ other \_\_\_\_\_

Name \_\_\_\_\_ Profession \_\_\_\_\_

Address \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ co-worker    \_\_\_\_\_ personal friend    \_\_\_\_\_ other \_\_\_\_\_

# Employment History

Start with your present/most recent job and list all paid jobs you have held. Include military service. Add additional pages if necessary.

Employer \_\_\_\_\_ Location \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Beginning Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Ages of Children Supervised (if applicable) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Beginning Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Ages of Children Supervised (if applicable) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Beginning Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Ages of Children Supervised (if applicable) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Beginning Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Ages of Children Supervised (if applicable) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Is there any reason why we should not contact any of the supervisors listed for a reference? \_\_\_\_ Yes \_\_\_\_ No

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

Explain any gaps in employment:

I certify that all information I have provided in order to apply for and secure work with Cornerstone Early Learning Center is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

Acceptance, retention, or review of this application for employment by Cornerstone Early Learning Center does not guarantee that an applicant will be offered a job. Any misrepresentation or willful omission of facts by the applicant on this application will constitute sufficient cause to disqualify the applicant or immediately terminate the applicant's employment, whenever it is discovered. I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization

I also understand that if I am hired, I will be required to provide proof of 1) degree/certifications held, 2) other qualifications required, 3) identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in the regard.

**I certify that I have read, fully understand, and accept all terms of the above statement.**

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**Signature of Applicant**

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**Date**

Add by letter or resume any additional information that will give us a more complete estimate of your training, experience, character and ability. Emphasize your special preparation and training also your experience in extra curricular activities.

***The following is a set of questions depicting situations that occur with fellow staff and children. Please read and answer them very carefully. This will serve as an evaluation for you and us, concerning your abilities to work with our staff and children.***

1. Why do you want to work in an early learning center?
2. What is your concept of quality child care and what methods would you use to achieve it?
3. A child is at the center for the first day. It is a new experience for him and he is unhappy. What could you do to help him become more secure?
4. Free play is a time that can be fun for all or the exact opposite. What can a teacher do that will help this be a good experience, and not a time of confusion?



9. How does a child learn on the playground and what are the teacher's responsibilities?

10. What is your philosophy concerning discipline for the young child? If left to you to choose your own methods, what would they be?

11. You have planned an art activity for your group involving cutting out a picture and pasting it on construction paper. Everybody does this except "Johnny" and he insists on cutting his picture "all up". Would this disturb you? What would you do?

12. How would you handle a conflict with a co-worker?