



"Where Learning Starts at the Roots"

Our staff is carefully selected based on experience, training, education, and genuine love for children. Prior to hiring, staff must undergo a thorough background check and health screening.

Training

All staff are required to complete a minimum of 18 hours of training per year. The training consists of developmentally appropriate practices, positive discipline, health and safety practice, and early childhood training for specific age groups. All staff are trained in infant-child CPR and First Aid.

Application for Employment

Employment application is available for downloading. Complete application and apply in person.

Educational Background:

<u>Dates</u>	<u>School</u>	<u>Address</u>	<u>Grade Completed</u>	<u>Diploma/Degree</u>

References-(2 professional and 2 personal-not related):

Name _____ Address _____ Phone _____

1. _____

2. _____

3. _____

4. _____

Other Educational or Volunteer experiences (list training program, workshops, conferences, etc.)

Title	Place	Date	Hours Credited

Employment History:

Organization and Phone Number	Position, Job, and Duties	Salary	Dates	Reason for leaving

Summarize any other special skills or qualifications you may have: _____

Applicant Information Release

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Tree of Knowledge Learning Center, Inc., any former employers, educational institutions, and any persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signed: _____

Date: _____