



Miller Child Development Center, Incorporated

APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

INTRODUCTION

PLEASE READ BEFORE COMPLETING THIS APPLICATION

Thank you for your interest in applying for a job with the Miller Child Development Center Inc.. Please understand that our acceptance of this application does not create any obligation on our part to hire you nor on your part to work for us. Also, please be aware that your signature on this document has certain legal consequences. We suggest that you read the "Applicant's Acknowledgement" below before you proceed further so that you are fully aware of what we expect of applicants and employees. Then, answer all questions thoroughly and truthfully. **PLEASE ANSWER EVERY QUESTION, USE INK AND PRINT.**

The Miller Child Development Center Inc. is a full service development center of quality learning. At the Miller Child Development Center Inc. we teach the often-underestimated art of Quality Child Care along with the needs and expectations of parents and children. The Miller Child Development Center Inc. is one of the top Child Care Centers throughout the Eastside of San Antonio. **If employed, you will be expected to perform at the level those rates among the highest in the city.**

Thank you for considering Miller Child Development Center Inc. for your employment needs.

EQUAL OPPORTUNITY POLICY

The Miller Child Development Center Inc. is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. No question on this application is used for the purpose of limiting or excluding an applicant from consideration of employment on such grounds.

ANSWER ALL QUESTIONS. INCOMPLETE APPLICATIONS WILL BE REJECTED. PLEASE PRINT

FELONY STATEMENT

I have never been convicted of any of the following offenses:

- A felony or misdemeanor classified as an Offense Against the Person or Offense Against the Family,
- A felony or misdemeanor classified as Public Indecency or Prostitution
- A felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the *Texas Controlled Substance Act*.

I have never been convicted or placed on deferred adjudication for any felony or misdemeanor and there are no pending criminal charges against me. Deferred adjudication is a common term in criminal law. It is generally understood to be a process whereby the judge defers rendering a conviction pending an opportunity for the defendant to demonstrate rehabilitation. If after a set period of time the defendant demonstrates rehabilitation, the record is cleared. Form 2985/6-03 *AFFIDAVIT FOR APPLICANTS FOR EMPLOYMENT WITH A LICENSED OPERATION OR REGISTERED CHILD-CARE HOME* must be completed with this Application.

Signature of Applicant

Date

APPLICANT ACKNOWLEDGEMENT OF TERMS & CONDITIONS OF APPLICATION AND/OR EMPLOYMENT

IT IS VERY IMPORTANT THAT YOU READ THIS SECTION CAREFULLY AND THAT YOU FULLY UNDERSTAND IT BEFORE YOU SIGN IT. THIS SECTION AFFECTS YOUR LEGAL RIGHTS. IF YOU HAVE ANY QUESTIONS, PLEASE ASK A MILLER CHILD DEVELOPMENT CENTER INC. REPRESENTATIVE BEFORE YOU SIGN THIS APPLICATION.

In exchange for Miller Child Development Center Inc. consideration of this employment application:

1. I understand that I am completing an application for employment with **Miller Child Development Center Inc.** located at 102 S. Rio Grande St., San Antonio, TX, 78203. I understand that my application will only be considered at the Miller Child Development Center Inc. and that references to Miller Child Development Center Inc. throughout this application refer to this specific location.
2. I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract except for the Employment-At-Will and the Dispute Resolution Agreement.
3. I promise that all information I have supplied in this application and any other form, oral or written, is true and accurate, and I agree that any misstated, misleading, incomplete, or false information is grounds for rejection and destruction of this application form, refusal to hire, withdrawal of an offer of employment, or immediate discharge without recourse, whenever and however discovered. I make this promise because I understand that you will rely in part, on my statements to you in making your decision whether to hire me.
4. I understand and agree that the Miller Child Development Center Inc., any agent acting on their behalf, as well as any other person responding to a reference request pursuant to this application, can and will seek and/or disclose any and all information about me which said corporation, agent, or person may have. I specifically authorize said disclosure and agree to hold all such corporations, agents, or persons harmless for same. That is, I will not file a lawsuit, claim, or charge against them for such disclosure. Nor will I threaten same or otherwise seek any kind of compensation for such disclosure.
5. I understand and agree that, if hired, my employment will be at will, and that I or Miller Child Development Center Inc. can terminate this employment relationship at any time, with or without notice, for any reason, good or bad, without recourse by either of us. In the event of my separation, I agree to have the balance of all outstanding deductions to be withheld from my final paycheck. If my final paycheck is not sufficient to cover the balance due, I will pay the remaining amounts within thirty days of my last check date or other terms mutually agreed upon between the Miller Child Development Center Inc. and me. I also understand that if I am hired, Miller Child Development Center Inc. has a "familiarization period" during which I am expected to determine as quickly as possible whether I wish to continue working for the Miller Child Development Center Inc., just as Miller Child Development Center Inc. will determine as quickly as possible whether it wants me to continue working for Miller Child Development Center Inc.. Nothing about this familiarization period, or its completion, changes the fact that, if hired, my employment will be at will. I also understand that no one at the Miller Child Development Center Inc. has the authority to alter any of the terms and conditions of this application or the Miller Child Development Center Inc. employment policies, except Miller Child Development Center Inc. Managing Partner, and then only in writing signed by the Managing Partner. This statement excludes the Employment-At-Will Policy and the Dispute Resolution Policy. This paragraph means exactly what it says.
6. I SPECIFICALLY AUTHORIZE MILLER CHILD DEVELOPMENT CENTER INC. TO INVESTIGATE MY BACKGROUND, INCLUDING ANY AND ALL REFERENCES, AVAILABLE CRIMINAL, DRIVING AND OTHER JUDICIAL RECORDS, WHERE APPLICABLE TO THE POSITION FOR WHICH I AM APPLYING AND CONSISTENT WITH THE APPLICABLE LAW. I AUTHORIZE MILLER CHILD DEVELOPMENT CENTER INC. TO USE ALL LEGAL MEANS AT ITS DISPOSAL TO ASSESS MY SUITABILITY FOR EMPLOYMENT. I MAKE THIS AUTHORIZATION IN RETURN FOR MILLER CHILD DEVELOPMENT CENTER INC.'S CONSIDERATION OF ME FOR EMPLOYMENT, AND I SPECIFICALLY RELEASE AND HOLD MILLER CHILD DEVELOPMENT CENTER INC. HARMLESS FOR ANY AND ALL LIABILITIES ARISING OUT OF THEIR INVESTIGATION OF MY APPLICATION FOR EMPLOYMENT. I UNDERSTAND THAT MILLER CHILD DEVELOPMENT CENTER INC. WILL REQUIRE A DRUG SCREEN TEST WHENEVER AN ON THE JOB ACCIDENT OR INJURY IS REPORTED IN ACCORDANCE WITH MILLER CHILD DEVELOPMENT CENTER INC. POLICY AND THIS AUTHORIZATION AND CONSENT. MY REFUSAL TO SUBMIT TO DRUG TESTING WILL BE GROUNDS FOR TERMINATION.
7. If employed, I agree to conform to all the Miller Child Development Center Inc.'s rules and regulations and all Federal, State and local rules and regulations. In this regard, I understand that the Miller Child Development Center Inc. may, at its discretion, conduct searches of lunchboxes, clothing, purses, work areas and other personal or the Miller Child Development Center Inc. property, and I hereby consent to such search.
8. I understand that work schedules and requirements vary and can be unpredictable, and that, while MILLER CHILD DEVELOPMENT CENTER INC. will make reasonable efforts to accommodate work schedules and employee availability, I may be required to work overtime, weekends, different shifts, or other arrangements. I consent to these requirements as necessary and legitimate conditions of employment.
9. I understand that if I am not hired within 30 days from the date of this application, I must complete a new application and employment packet. Also, if I terminate employment for longer than 30 days, I must complete a new Employment Packet. I have read and understand everything on this application.
10. The Employee Handbook is provided to you for information and immediate reference. There will be a copy in the office for your reference. Please read this booklet carefully and completely. Policies included in this booklet except for the Employment-At-Will Policy and the Dispute Resolution Agreement are subject to unilateral change by the Company from time to time. Please acknowledge receipt of the Employee Handbook by signing below.

RELEASE/ACCEPTANCE/AUTHORIZATION *SEE PAYROLL DEDUCTION AUTHORIZATION IN ITEM 5 ABOVE AND IN THE PAYROLL DEDUCTION SECTION OF THE EMPLOYEE HANDBOOK AND SAFETY GUIDE. THIS COMPANY SETTLES DISPUTES BY MEDIATION AND FINAL, BINDING ARBITRATION. SEE THE DISPUTE RESOLUTION POLICY IN YOUR EMPLOYEE HANDBOOK.

◆ Applicant Printed Name

◆ Applicant Signature

◆ Date

APPLICANT'S CERTIFICATION

- I am able to perform adequately the job duties for which I am applying.
- I have never abused, neglected or deprived a child or adult or subjected any person to serious injury as a result of intentional or grossly negligent misconduct.
- I will comply with all state requirements for initial certification and to continue certification.

Signature of Applicant

Date

PERSONAL INFORMATION

Application Date _____ Last Name _____ First Name _____ Middle Name _____
 Street Address _____ City _____ State _____ Zip Code _____

Home Telephone (____) _____ Cell Phone (____) _____

Are you a citizen of the United States? Yes No If not, do you have lawful work status? Yes No

Would any employer, school or reference know you under another name? Yes No
 If so, what names: _____

We are open from 6am to 6:30pm. What days and hours are you available to work? _____

Circle position(s) desired. Director (Asst. Director) (Lead Teacher) (Asst. Teacher) (Cook) (Bus Driver) (Secretary) (other)
 Circle preferred Age Group: (4 wk.-18 mo.), (19 mo.- 23 mo.), (2-3), (3 -4) (School Age)

Salary/Wage expected	Employment desired: Full-time Part-time Temporary
\$ _____ Per: _____	If Hired, when could you start work? Date _____

Have you previously filed an application for employment with us or been employed at another Miller Child Development Center Inc.? If yes, when? _____ Where? _____

List any relatives or friends working at any Miller Child Development Center Inc.. (Give name and relationship)

Are you currently on layoff status, leave of absence or other suspension of employment and subject to recall with another employer? If yes, give all details _____ Yes No

Do you have children that will attend the Miller Child Development Center Inc.? Yes No
 If so, how many? _____ What ages? _____

Are you at least 18 years of age? Yes No
 Are you involved in any extracurricular activities outside of your job? Yes No
 If yes, please list activities that would affect your attendance: _____

PERSONAL REFERENCES

Legal considerations require us to request that you not include your previous employer or any clergy; also do not list any relative.

NAME	ADDRESS	TELEPHONE	OCCUPATION

EDUCATION

*** Please turn in transcripts, diplomas, and/or certificates with this Application***

NAME	YEARS	TYPE OF DEGREE	MAJOR AREA OF STUDY
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High School

College/Business/Vocational

Business School

Vocational School

Other Training

Do you have a high school diploma or GED?	YES	NO	Do you have a CDA?	YES	NO
Is your CPR certificate current?	YES	NO	Do you hold any childcare certifications?	YES	NO

EMPLOYMENT RECORD

List each job held. Start with your present or last job. Explain any gaps in employment in the space provided below.

Dates

Employer:	From:	To:	Work Performed:
Phone Number:			
Job Title:	Starting	Final	
Supervisor:			
Reason for leaving:			

Dates

Employer:	From:	To:	Work Performed:
Phone Number:			
Job Title:	Starting	Final	
Supervisor:			
Reason for leaving:			

Dates

Employer:	From:	To:	Work Performed:
Phone Number:			
Job Title:	Starting	Final	
Supervisor:			
Reason for leaving:			

Dates

Employer:	From:	To:	Work Performed:
Phone Number:			
Job Title:	Starting	Final	
Supervisor:			
Reason for leaving:			

If you need additional space, please continue on the next page or on a separate sheet of paper.

Explain any employment gaps:

What is your philosophy in educating preschool children?
