



Accent on Children's Arrangements, Inc. Employment Application

Please complete this form and send to: 615 Baronne Street, Suite 303
New Orleans, LA 70113
Fax to 504-524-1229
E-mail to accentoca@accentoca.com

Name _____ Soc. Sec. # _____

Address _____

City _____ State _____ Zip _____

Home Phone # (____) ____ - ____ Work Phone # (____) ____ - ____

Cell # (____) ____ - ____ E-mail _____

Who should we contact in case of an emergency (include phone #)?

Please indicate city applying within? _____

1. Are you 18 years of age or older? _____ Y _____ N

2. If hired, can you submit verification of your legal right to work in the U.S.? _____ Y _____ N

3. Have you ever been convicted of a Misdemeanor or a Felony?
(*If yes, write explanation below - this will not necessarily disqualify your application) _____ Y _____ N

4. Are you able to perform the Requirements of the Job for which you are applying? Please read job description page 2, items #2 and #3. _____ Y _____ N
If no, describe the functions that cannot be performed. We comply with the ADA regulations.

5. Do you agree to abide by the Performance Standards as listed on page 2, item #4? _____ Y _____ N

We are delighted you are interested in working with us, we would like to tell you a little bit more about us.

1) ACCENT is an Equal Opportunity Employer

Equal Opportunity Statement

ACCENT is an equal opportunity employer. The information requested of you is requested in order to help us make the best possible placement of employees within the company. All portions of the attached application pertaining to you must be completed. ACCENT in accordance, with state and federal law, does not discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, marital status, disability, medical condition including pregnancy, veteran status, arrest record, sexual orientation, or any other characteristic protected by law.

2) Here are our requirements: Job Requirements (Core Competencies)

To be considered for employment as a team member you must be able to perform the following functions. Please read carefully and indicate if you are unable to perform the following functions.

Ability to play and interact appropriately with children.

Ability to read and follow directions.

Ability to change positions rapidly - to bend and stoop and sit on the floor with the children.

Ability to lift 35 pounds.

Must speak fluent clear English; fluency in another language is great!

3) Job Description

You will be responsible for greeting parents, supervising children, leading arts and crafts projects, group games, circle time, active play and making sure all children are safe, secure and entertained. Your responsibilities also include following all ACCENT policies and procedures while working with us. Examples of some of your responsibilities are:

Assist supervisor with all activities.

Smile, approach and assist parents.

Assist the supervisor organizing the children and their activities whenever necessary.

Follow printed and verbal instructions including the planned schedule of activities.

Pick and clean up toys and supplies in the children's rooms during your scheduled shift.

Wash or wipe with hand cleaner children's hands and your hands, before and after snack, and wash immediately after using the bathroom.

Initiate and lead group games, craft projects, active play, story time, circle time, etc.

Check infant and toddler diapers every 90 minutes (1.5 hour) and change.

Always immediately log: infant information, etc. on forms provided.

Immediately notify supervisor of any incidents and take appropriate action and complete forms.

Check parent identification and parent pass to make certain all parents have signed in and out.

Tell your supervisor if you notice any inconsistencies with the program or a team member.

Tell your supervisor if you have ideas for improvements.

Completely fill out forms and paperwork daily.

4) ACCENT Performance Standards

ACCENT team members are expected to meet the following performance standards on the job. Any violation of these policies may result in termination.

ACCENT team members must follow and agree to maintain ACCENT safety and security policies at all times.

ACCENT team members may never use improper language or speak rudely to a parent or child.

ACCENT team members must respect themselves, each other and the parents and children with whom we are working at all times.

ACCENT team members may not ever leave a child unattended for any reason.

ACCENT does not allow team members to be under the influence of alcohol or illegal and controlled substances while working at an ACCENT program.

ACCENT team members must always keep a firm hand on an infant on the changing table at all times.

ACCENT team members do not allow unknown persons into the children's room.

ACCENT team members are always on time and ready to work their time shifts.

ACCENT team members do not solicit other jobs while working an ACCENT job.

ACCENT team members always wear the ACCENT uniform during their scheduled time shift.

ACCENT team members must sign in and out as well as complete all paperwork daily.

ACCENT team members may not leave to take a break without notifying the manager.

ACCENT team members never use corporal punishment (spanking, grabbing, slapping, or other physical behavior).

Please list the hours you would usually be available to work with us:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Education:

____ Current Student

____ Masters

____ Bachelors

____ Associates

____ High School/GED

Please list your major(s):

Additional Qualifications (please check all that apply):

Early childcare coursework - # of units: _____

ECE coursework - # of units: _____

Recreation coursework - # of units: _____

CPR Certified (expiration date): _____

First Aid Certified (expiration date): _____

Experience with the following age groups: ____ Infants ____ Preschool ____ School Age ____ Teens

Experience with special needs children _____

Bilingual - please list language(s): _____

Fingerprints on record with: _____

Other related classes/seminars/certificates (please list):

Job History:

We want to know about your work experience, particularly in child care and youth programs. This includes: babysitting, volunteer experience, internships, summer and temporary/part-time jobs. Please list your job history starting with your most recent job first.

(You **MUST** list current phone #'s)

Dates of Employment

From: _____ To: _____

Employer: _____

Address: _____

Supervisor: _____

Phone #: _____

Position: _____

Duties: _____

Reason for leaving: _____

May we contact this employer ? Y N

Dates of Employment

From: _____ To: _____

Employer: _____

Address: _____

Supervisor: _____

Phone #: _____

Position: _____

Duties: _____

Reason for leaving: _____

May we contact this employer ? Y N

Dates of Employment

From: _____ To: _____

Employer: _____

Address: _____

Supervisor: _____

Phone #: _____

Position: _____

Duties: _____

Reason for leaving: _____

May we contact this employer ? Y N

Child Care References:

Please list the names and phone numbers of **three** persons not related to you who have seen you work with children (these references must be supervisors, co-workers, parents whose children you have cared for, or other child care related references).

Reference Information
(You **MUST** list current phone #'s)

From: _____ To: _____

Reference Name: _____

Address: _____

Type of reference: Supervisor Co-worker Parent Other

Phone #: _____

Position: _____

Duties: _____

From: _____ To: _____

Reference Name: _____

Address: _____

Type of reference: Supervisor Co-worker Parent Other

Phone #: _____

Position: _____

Duties: _____

From: _____ To: _____

Reference Name: _____

Address: _____

Type of reference: Supervisor Co-worker Parent Other

Phone #: _____

Position: _____

Duties: _____

Additional Child Care, Youth Programs or Other Related Experience:

If you have additional child care experience not listed on this application that you feel we should know about, please attach an extra sheet.

How did you hear about us? _____

I certify that this information is accurate and complete. Giving incomplete or false information is a serious matter and is grounds for dismissal and forfeiture of related benefits. I authorize ACCENT and any of its authorized representatives, to investigate any and all of the information contained in this application and to conduct additional investigations of my experience and background as it relates to my application for hire.

I give my permission to my past employers to provide my performance history to ACCENT. I understand that if hired, my status will be that of an employee at will, with no contractual right, express or implied, to remain in the employer's employ. In consideration of my employment, I specifically agree that my employment may be terminated, with or without cause or notice. I understand that no representations will be made, express or implied, which are contrary to the foregoing. This statement of policy is not subject to change. I have read and understand and agree to the provisions of this application.

Signature

Date

CHILD CARE QUESTIONS

1. If you had a group of (6) children age (3) and they were all running around the room, what activity would you start to regain program structure?
2. What does the word "interaction" mean to you?
3. How would you calm a crying baby?

Authorization For Release Of Information

Background Check Disclosure

As part of the employment process, _____ hereby known as ("the company"), may obtain a consumer report and / or Investigative Consumer Report. The Fair Credit Reporting Act as amended by the Consumer Reporting Reform Act of 1996 requires that we advise you that for the purposes of employment only, a Consumer Report may be made which may include information about your credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided in the event the Report contains information regarding your character, general reputation, personal characteristics, or mode of living.

Authorization and Release

During the application process and at any time during any subsequent employment, I hereby authorize U.S. Information Search on behalf of The Company to procure a Consumer Report which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may include Criminal Records, Credit reports, Driving Records, Past Employment or Education Verifications, Worker's Compensation Claims, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living. I authorize without reservation, any party or

agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. This authorization and consent shall be valid in original, fax, or copy form.

Applicant / Employee Name & Date

Applicant / Employee Signature & Birth Date

Social Security Number

Current Address

Driver's License Number and State

For Office Use Only:

Date Interviewed: _____ Form completed: _____

Interviewed by: _____ Reference check completed: _____

Reference #1 check _____

Reference #2 check _____

Reference #3 check _____