



125 North 8th Street, Philadelphia, PA 19106 • phone (215) 931-0190 • fax (215) 413-2102 • [info@childrensvillagephila.org](mailto:info@childrensvillagephila.org)

## Application for Employment and Volunteering at Children's Village

PLEASE PRINT. Illegible or incomplete applications will not be accepted.

Date of Application

Full Legal Name

( )

First

Middle

Last

Nickname

I am applying for the position of:

Type of position desired (*check all that apply*)

FULL-TIME

PART-TIME

SUBSTITUTE TEACHER ON AN 'AS NEEDED' BASIS

VOLUNTEER

Have you applied for a position at Children's Village in the past, or are you a former or current Children's Village employee or volunteer?

( ) No. I have never submitted my resume nor applied for a job at Children's Village. This is my first time.

( ) Yes. I have never worked at Children's Village, but I have applied for a job at Children's Village before. I applied for the position of: \_\_\_\_\_.

( ) Yes. I am a former Children's Village employee. I held the position of: \_\_\_\_\_.

( ) Yes. I have volunteered at Children's Village before. I volunteered as: \_\_\_\_\_.

( ) Yes. I did my teaching practicum at Children's Village. I worked with: \_\_\_\_\_.

( ) Yes. I am a current employee. (Please include a letter from your supervisor endorsing you for the position for which you are applying.)

Phone number(s) where you may be reached:

Email address where you may be contacted:

Are you at least 16 years of age?

Yes

No

Are you at least 18 years of age?

Yes

No

Were you referred by anyone?

Yes

No

If yes, please write the name of that person:

Desired Salary (Please select one):

( ) I am seeking a position in which I can earn between \$\_\_\_\_\_/hour and \$\_\_\_\_\_/hour, or, \$\_\_\_\_\_ annually.

( ) I don't have a specific salary in mind. Please let me know what you have available.

Children's Village is open from 6:30 AM – 6:00 PM, Monday through Friday. Work shifts for many positions can begin as early as 6:15 AM and end as late as 6:15 PM. Please tell us if you have any restrictions on the times you are available to work.

( ) I am available to work any shift, any weekday.

( ) I am available to begin working immediately if I am offered a position.

( ) I would not be available to start working until this date: \_\_\_\_\_

( ) I am *only available* to work these days of the week:                      Mon        Tues        Wed        Thur        Fri

( ) I *can report no earlier than* \_\_\_\_\_:\_\_\_\_\_ on this/these day(s):        Mon        Tues        Wed        Thur        Fri

( ) I *can stay no later than* \_\_\_\_\_:\_\_\_\_\_ on this/these day(s):        Mon        Tues        Wed        Thur        Fri

Are you legally eligible to work in the United States?

Yes

No

## EDUCATION BACKGROUND

DEGREE OR DIPLOMA Full name of academic degree as it appears on the diploma or transcript.	MAJOR COURSE OF STUDY	SCHOOL NAME AND LOCATION	GRADE POINT AVERAGE	GRADUATION DATE	I am still in school, and plan on graduating at this future date.	I did not graduate, but stopped attending on this date.
		Name				
		Street Address				
		City, State				
		Name				
		Street Address				
		City, State				
		Name				
		Street Address				
		City, State				
		Name				
		Street Address				
		City, State				
		Name				
		Street Address				
		City, State				

## CERTIFICATION(S)

List any teaching certifications you have earned.

If you are certified, please supply your PPID number so we may verify your certification status online.

## TEACHING PRACTICUM EXPERIENCE

SCHOOL NAME AND LOCATION	NAME OF COOPERATING TEACHER	AGE GROUP				START DATE	END DATE	TOTAL PRACTICUM HOURS
		Infant (0 – 12 mos.)	Toddler (13 – 36 mos.)	Preschool (3 – 5 yrs.)	School-Age (indicate grade range)			
Name								
Street Address								
City, State								
Name								
Street Address								
City, State								

# EMPLOYMENT HISTORY

WORKPLACE NAME AND LOCATION	AGE GROUP				START DATE		END DATE		Average Hours Worked Per Week
	Infant (0 – 12 mos.)	Toddler (13 – 36 mos.)	Preschool (3 – 5 yrs.)	School-Age (indicate grade range)	Month	Year	Month	Year	
Name									
Street Address	SUPERVISOR'S NAME								
City, State	May we contact this supervisor?								
Phone	If so, what is this supervisor's contact information (phone or email)?								
Job Title									
Describe your job responsibilities and the skills you developed in this position. If your position changed during your employment, describe how (such as new role or responsibilities, new job description, or changes in the organization.)									
What was your reason for leaving?									

WORKPLACE NAME AND LOCATION	AGE GROUP				START DATE		END DATE		Average Hours Worked Per Week
	Infant (0 – 12 mos.)	Toddler (13 – 36 mos.)	Preschool (3 – 5 yrs.)	School-Age (indicate grade range)	Month	Year	Month	Year	
Name									
Street Address	SUPERVISOR'S NAME								
City, State	May we contact this supervisor?								
Phone	If so, what is this supervisor's contact information (phone or email)?								
Job Title									
Describe your job responsibilities and the skills you developed in this position. If your position changed during your employment, describe how (such as new role or responsibilities, new job description, or changes in the organization.)									
What was your reason for leaving?									

WORKPLACE NAME AND LOCATION	AGE GROUP				START DATE		END DATE		Average Hours Worked Per Week
	Infant (0 – 12 mos.)	Toddler (13 – 36 mos.)	Preschool (3 – 5 yrs.)	School-Age (indicate grade range)	Month	Year	Month	Year	
Name									
Street Address	SUPERVISOR'S NAME								
City, State	May we contact this supervisor?								
Phone	If so, what is this supervisor's contact information (phone or email)?								
Job Title									
Describe your job responsibilities and the skills you developed in this position. If your position changed during your employment, describe how (such as new role or responsibilities, new job description, or changes in the organization.)									
What was your reason for leaving?									
WORKPLACE NAME AND LOCATION	AGE GROUP				START DATE		END DATE		Average Hours Worked Per Week
	Infant (0 – 12 mos.)	Toddler (13 – 36 mos.)	Preschool (3 – 5 yrs.)	School-Age (indicate grade range)	Month	Year	Month	Year	
Name									
Street Address	SUPERVISOR'S NAME								
City, State	May we contact this supervisor?								
Phone	If so, what is this supervisor's contact information (phone or email)?								
Job Title									
Describe your job responsibilities and the skills you developed in this position. If your position changed during your employment, describe how (such as new role or responsibilities, new job description, or changes in the organization.)									
What was your reason for leaving?									

## REFERENCES CHILDREN'S VILLAGE WILL CONTACT

List at least three supervisors, directors, administrators, principals, or other individuals who have firsthand knowledge of your professional abilities, work habits, and any other qualifications for the position.

NAME	TITLE	EMPLOYER	PHONE NUMBER	E-MAIL ADDRESS
		Name		
		Street Address		
		City, State		
		Name		
		Street Address		
		City, State		
		Name		
		Street Address		
		City, State		

## PROFESSIONAL DISCIPLINARY ACTION HISTORY

Have you ever been fired, dismissed, or non-renewed from any job for any reason?

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes (please explain)

Have you ever quit a job after being notified that you would be fired, dismissed, or non-renewed, or after being notified that you would be recommended for firing, dismissal, or non-renewal?

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes (please explain)

Have you ever been professionally disciplined in any state? ['Professionally disciplined' means the annulment, revocation, or suspension of your teaching certification, or the receipt of a letter of reprimand from an agency, board, or commission of state government, such as the Pennsylvania Department of Education.]

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes (please explain)

## OTHER PROFESSIONAL QUALIFICATIONS OR EXPERIENCE

Describe your professional development activities and any volunteer work you have performed that relate to the position for which you are applying. List any other activities, interests, or skills of yours that contribute to your qualifications for the role. Include any awards, special commendations, or recognitions that you have received.


List the language(s) that you speak fluently.

--

## CLEARANCES

All Children's Village employees and volunteers must provide, as required by Pennsylvania law, the following clearances:

- National Sex Offender Registry Verification (NSOR – note: this is a FREE clearance)
- Pennsylvania State Police (PSP) Criminal History Clearance
- FBI Clearance
- Pennsylvania Child Abuse History Clearance

Additionally, employees and volunteers who have resided outside of Pennsylvania within the previous (5) years must obtain the following clearances from the state(s) in which they resided:

- State Criminal History Check
- State Sex Offender Registry Check
- State Child Abuse and Neglect Registry Check

## RESIDENCY WITHIN THE PAST FIVE YEARS

Current Home Address:

Street Address:	City:	State:	Zip:
-----------------	-------	--------	------

All Other Home Addresses Within the Past Five Years:

Street Address:	City:	State:	Zip:
-----------------	-------	--------	------

Street Address:	City:	State:	Zip:
-----------------	-------	--------	------

Street Address:	City:	State:	Zip:
-----------------	-------	--------	------

Street Address:	City:	State:	Zip:
-----------------	-------	--------	------

Street Address:	City:	State:	Zip:
-----------------	-------	--------	------

## STATEMENT OF TRUTH

I certify that all of the statements made by me in this application for employment or volunteering are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that misrepresentation of information shall be sufficient cause for rejecting my application, withdrawing of any offer of employment, or termination of my employment.

Application Signature:

Date of Application:

An open and equitable personnel system has been established and will be maintained. Personnel policies, procedures, and practices are designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, gender, sex, or sexual orientation. Employment opportunities shall be provided for applicants with disabilities and reasonable accommodations shall be made to meet the physical or mental limitations of qualified applicants or employees.

BB / LG / ZC / MG

November 2019