



## M a d i s o n

Early Childhood Learning Center  
1035 Grace St.  
Mansfield, OH 44905  
P: 419-589-7851 / F: 419-774-0557

Hours/Days: Monday – Friday  
6:30 am – 6:00 pm  
Preschool: 8:30 am – 11:00 am

### MECLC Application for Employment

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

D.O.B. \_\_\_\_\_ S.S#: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Education: High School \_\_\_\_\_

Location: \_\_\_\_\_

Date of Graduation/GED: \_\_\_\_\_

College: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Graduation/Degree (Expected): \_\_\_\_\_

Previous Work Experience (list most recent job first)

1. \_\_\_\_\_

Name

Address

Supervisor

Position Held

Dates of Employment

Reason for Leaving

Phone#

2. \_\_\_\_\_

Name

Address

\_\_\_\_\_

Supervisor

Position Held

Dates of Employment

\_\_\_\_\_

Reason for Leaving

Phone#

3. \_\_\_\_\_

Name

Address

\_\_\_\_\_

Supervisor

Position Held

Dates of Employment

\_\_\_\_\_

Reason for Leaving

Phone#

Full-time or Part-time? \_\_\_\_\_.

General Condition of Health \_\_\_\_\_.

Are you willing to provide MECLC with a Physical Exam by a physician?

\_\_\_\_\_.

Do you have a Hepatitis B vaccine? \_\_\_\_\_.

List any experiences, skills, or qualifications which you feel would make you suitable to work in our center: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

Have you ever been convicted of any violation of the law other than a traffic ticket?

\_\_\_\_\_.

If yes, give particulars of each conviction and stat what disposition was made of each.

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What are your methods for disciplining children?

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Do you have any health or family personal situations which may interfere with the assignment of your shift hours?

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Teachers are responsible for caring for children who may become sick. Are you capable of caring for or cleaning up a child that has been ill? Including vomit or bowel movement.

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Name three characteristics that best describe you as a professional.

1. 

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2. 

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3. 

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You could be required to work in a different classroom or different hours depending on the need of the program/ emergency purpose. Are you able to do this if asked as needed?

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Staff are required to attend scheduled events for the program that may occur after hours. Are you able to attend these events as needed? (Childcare will not be provided being these are working events.)

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