



Personnel Information



Program name _____ K8
License number _____

Personnel or Applicant

First name _____ Middle name _____ Last name _____ Social Security number _____

Date of birth _____ All previous names, including aliases and maiden _____

Street address _____ City _____ State _____ ZIP code _____

Mailing address or PO Box _____ City _____ State _____ ZIP code _____

Email _____

Phone number with area code _____ Alternate phone number with area code _____

Education

Do you have a high school diploma, General Education Development (GED) credential, or Licensing approved equivalent? Yes No

When **NO**, are you in the process of obtaining a high school diploma, GED, or Licensing approved equivalent? Yes No

What is the highest grade you have completed: _____

List child care credentials or educational certificates	Expiration date(s)

College

College/university/school _____ Location(s) _____

Degree or credential _____ Major/minor _____ Attendance (MM/YY - MM/YY) _____

-Interview Questionnaire & Hiring Detail-



Name: _____

Date: _____

1. Tell me about yourself and why you want to work with children?

2. Tell me about your experience working with children?

3. What would you say is a strength that you have?

4. How do you define discipline? If you had a child having some behavior issues, how would you handle this?

5. What qualities would you bring to our team?

6. What do feel is a weakness or an area you need to grow more in?



7. How do you believe children learn?

HYPOTHETICAL SITUATIONS:

8. You walk into a classroom. It is your first day. You see a child who hit another child, there is another child sitting in the Block Center crying, and a group of children playing in the Dramatic Play Center. What do you do?

9. You've been working at a childcare center for a year. One day you get a new student, a challenging child. He refuses to listen to anything you say, he won't play nicely with others, and he regularly curses. How would you best handle him?

10. The parents of the challenging child show up after a particularly rough day. They ask how he's been behaving. What do you say to them?

11. You get a new child in your classroom. She is 2 and has a pacifier in her mouth and a teddy bear in her hand. Her mother tells you she's never been in childcare before. As the mother prepares to leave the room, the child goes hysterical. You have seven other 2-year olds to care for, and some of them are fighting. What do you do?



12. How do you plan to further your education?

13. Tell me about your favorite activity to do with children?

14. When are you available to start? What hours are you available? HELC operates 6:00am to 6:00pm, Monday through Friday.

Please complete the Myers Briggs Personality Profile at <https://www.16personalities.com/free-personality-test>, print results, and return with your Application.

Please complete the Emotional Intelligence Test at <https://hbr.org/2015/06/quiz-yourself-do-you-lead-with-emotional-intelligence>, print results, and return with your Application.

If you have completed any college coursework please return this application with an official transcript.



Notes for Director:

- Was the Candidate dressed/groomed appropriately for the interview? Y / N
- Was the Candidate told about The Scholars for Excellence Program? Y / N
- Was the Candidate walked through the New Hire Process? Y / N
- Was the Candidate shown the Employee Child Care Rate agreement? Y / N
- Does the Candidate understand the Dress Code Policy? Y / N
- Does the Candidate understand the Professional Development Ladder? Y / N
- Does the Candidate understand the Orientation Process? Y / N

NOTES:



**Required Health Documentation:
Doctor's Statement of Health**

Applicant's Name: _____ Birth Date: _____

The employee is capable to participate in daily activities involved in caring for and engaging with young children?

YES NO

Please list any restrictions regarding the above answer?

Signature of Health Official: _____

Phone: _____ Fax: _____

Date: _____



Hello,

Welcome to Harrah Early Learning Center! We are so glad you have applied to work with us. Harrah ELC has been in operation for nearly two decades and found it's home at Harrah Church more than a decade ago. You will find Harrah ELC to be an excellent environment to grow in. You are choosing to apply to become a part of something very special to our community and to the families we serve.

You will find work at Harrah ELC to be both challenging and rewarding. We are here to support you in your work and professional growth. We have an open door policy and encourage you to contact us with any questions as they arise. Within this email are several links to documents and videos that are needed through the hiring and orientation process and in your daily work.

Communications:

- Harrah ELC Website: <http://harrahelc.org>
- Harrah ELC Facebook: <https://www.facebook.com/harrahdaycare>
- Harrah Church Website: <https://harrahchurch.org>
- Harrah Church Facebook: <https://www.facebook.com/harrahchurch>
- Deputy Scheduling APP - <https://itunes.apple.com/au/app/deputy/id477070330?mt=8>

Links to Child Care Documents:

- [Orientation to Child Care Videos](#)
- [Employee Policy Manual](#)
- [Family Policy Manual](#)
- [Company Training Manual](#)
- [Oklahoma Core Competencies for Early Childhood Practitioners](#)
- [Child Care Licensing Book](#)
- [ELG Booklet for Infants](#)
- [ELG Booklet for Preschool](#)
- [National Accreditation Commission Standards](#)

Harrah ELC Orientation Checklist

Requesting Leave Using Deputy Training

Interview Questionnaire & Hiring Details



Dress Code:

You are expected to arrive in uniform each day. Please reference the Employee Policy Manual for detail. Wear a Harrah ELC or Harrah Church shirt, appropriate pants, yoga pants, athletic shorts/pants, and closed-toed shoes. If you are coming to work after school it is your responsibility to arrive in appropriate clothing. Sweat pants, leggings (LuLa Roe) are never allowed. Jeans are permissible, but must be free from visible holes or tears. Employees arriving outside of this dress code will be sent home to change.

You will receive (3) shirts at time of hire. The first of these shirts is our gift to you. The other two shirts will be deducted from your paycheck over the course of your first month at a cost of \$8.50 per shirt. Additional shirts may be purchased at a cost of \$8.50 per shirt through the Director's Office. Any additional shirts will be deducted from your first month of paychecks.

Obtaining Your Childcare License with the C.E.C.P.D.:

All employees are required to obtain a **Professional Development License** with the CECPD at a cost of \$10 for the license. This license must be renewed annually and can be renewed at no cost if done before it's expiration. Prior to applying for your license you must complete 20 hours of Continuing Education Units. You are required to obtain a CPR/First Aid Card and to complete the Orientation, Early Learning Child Care Training, and SIDS Safe Sleep courses. Harrah ELC requires new hires to complete the ELG 2.0 and Daily Program Courses. It is your responsibility to complete 20 hours of training each year in order to renew your P.D.L. The C.E.C.P.D will notify you of your renewal dates. Failure to renew your license can result in loss of schedule or termination.

All employees are required to complete the following training within 30 days of start date:

- FREE - Orientation to Child Care from C.E.C.P.D.
- FREE - MBTI Personality Test
- FREE - Emotional Intelligence Test
- \$20 - Early Learning Child Care Training from C.E.C.P.D.
- \$20 - SIDS: Safe Sleep from C.E.C.P.D.
- \$20 - ELG 2.0 from C.E.C.P.D.
- \$20 - Daily Program for Infants and Toddlers from C.E.C.P.D.
- \$55 - Infant First Aid and CPR Certification
- \$53 - Fingerprinting and Background Check

The cost of your training and licensing of (\$215) will be spread across your first SIX paychecks.

Total cost for employee: \$ _____

Your Name: _____ Date: _____

Director: _____ Date: _____

Anticipated Start Date: _____