



Mustard Seeds Academy



Employment Application Supplement

Mustard Seeds Academy uses all of DHR’s recommended forms pertaining to new employees, just so that all of our records will always provide the information required by our license. However, there is some additional information that we want from our applicants so that we can develop a more complete picture of how you will fit in at Mustard Seeds.

Each of the questions has been numbered – if you need additional space to complete any answer, just use the back of that sheet of paper and reference your answer on the back, making sure to reference that question’s number.

Employee Name (<i>full legal</i>)			
Name You Go By			
Home Address			
Cell Phone		Home Phone	
Email Address			
SSN		D.O.B.	

Emergency Contact Name			
Home Address			
Cell Phone		Home Phone	
Relationship			

1. Have you ever been terminated or asked to resign by a previous employer? Yes No

If “Yes,” please explain ALL such occurrences:

2. Can you perform the essential functions of the job of a childcare worker (*e.g.*, lifting children weighing up to 50 pounds, reading to children, supervising children, feeding children, getting up and down off the floor on a repeated basis and playing on the playground using the slide and stairs, etc.) with or without a reasonable accommodation?

Yes No If “No,” please explain:

3. How many days were you absent from your last job(s) during the last twelve months of employment? _____
4. How many Mondays or Fridays were you absent last year on days other than approved vacation leave? _____
5. Regular attendance is an essential job function of all jobs at Mustard Seeds Academy. Our regular operating hours are Monday through Friday, with either eight-hour shifts with 90-minute breaks or other shifts that occur between 7:00 AM to 5:30 PM, starting and ending at various times throughout each day. Employees are expected to be able to work all shifts as needed and fixed shifts are not guaranteed. Are you available to work all shifts from Monday through Friday? Yes No If "No," please explain:
- _____
- _____
- _____
6. Mustard Seeds Academy is a Drug Free Workplace and has a written drug policy that provides, among other things, for random drug testing and requires employees to be drug tested if they have a work-related injury. Are you willing to submit to a drug test if you suffer a work-related injury? Yes No If "No," please explain:
- _____
- _____
- _____
7. Have you previously worked in a childcare center? Yes No If "Yes," please indicate for how long and describe the best part of the job. Also, describe the hardest part of the job and what you did to overcome it. If "No," describe what you *expect* will be the best and worst parts of the job:
- _____
- _____
- _____
- _____
8. Where are you currently working and when would you be willing to start at Mustard Seeds Academy?
- _____
- _____
- _____
9. What made you decide to apply at Mustard Seeds Academy (as opposed to an opportunity with another childcare company or some other line of work)?
- _____
- _____
- _____

10. What is your favorite children's book and why?

11. What are your favorite things to do with children?

12. Have you ever participated in any training opportunities outside of work? Yes No
If "Yes," please describe your experience with those sessions.

13. What personal and/or professional attributes will make you a great teacher?

14. Describe your level of commitment to your work.

15. Please describe how you would function in a work environment where you perceived that those around you were not giving their best effort.

16. Please evaluate how well you have gotten along with others in past work environments.

17. How do you respond to gossip or negativity between or among people with whom you work?

18. What would you do if you saw your best friend engage in either abuse or neglect of a child?

19. What would you do if you witnessed a fellow employee violating a serious company policy?

20. What two professional traits do you want to improve upon over the next year?

21. How happy are you in your life right now and why?

22. What are your goals for the next year? For the next 5 years?
