



850 S. Hewitt St.
Ypsilanti, MI 48197

www.littleangelsypsilanti.com
Ph. (734) 998-0233

Application for Employment

Employment Minimum Qualifications

We accept employment applications year-round. All potential employees are evaluated without regard to race, color, religion, gender, national origin, age, marital status or veteran status, the presence of a non-job related handicap, or any other legally protected status. Little Angels is an Equal Opportunity Employer.

All applications will be reviewed, checked for accuracy, background checks will be conducted, and any information submitted by you will be verified.

Please submit the following documents with your application:

- (1) A legible copy of a valid state-issued ID or Driver's License**
- (2) Proof of your high school level education (diploma, GED of completion, or transcript of high school completion)**
- (3) Official college transcripts, if applying to be a Lead Teacher**
- (4) CPR/First Aid Certification (not required for hire, but must be obtained within a year of hire date)**
- (5) TB Test**
- (6) Current Resume**

Once you complete the application and gathered all necessary paperwork, if your qualifications meet the current needs of Little Angels, you will be contacted to come in for an interview with one of the Directors. Please be prepared to spend up to 1 hour to complete the interview process.

After the interview is complete, we will then schedule you to do an in-classroom observation session to determine which age group fits your experience level and how well you work with the current staff. Please be prepared to spend up to 2 ½ hours at Little Angels for the observation session. Please dress appropriately to work with and around young children. Casual attire is encouraged!

Assistant Teacher Requirements

- (1) Must be at least 18 years old
- (2) Must have at least a high school diploma or GED
- (3) Must have CPR/First Aid certification, or willingness to receive within 1 year
- (4) Must have great communication and leadership skills
- (5) Must have a great sense of humor

Lead Teacher Requirements

- (1) Must be at least 18 years old
- (2) Must have completed at least 12 credit hours in an Early Childhood or Elementary Education Field
- (3) Must have CPR/First Aid certification, or willingness to receive within 1 year
- (4) Must have great communication and leadership skills
- (5) Must have a great sense of humor

Personal Information

Name	
Address	
Phone	Email

- Are you at least 18 years old? Yes No
- Do you have reliable transportation? Yes No
- Are you authorized to work in the US? Yes No
- Are you currently employed? Yes No
- Can you lift more than 50 lbs? Yes No
- Are you fluent in any other languages (besides English)? Yes No

If yes, which one(s)? _____

- Have you ever been convicted of a crime? Yes No

If yes, please describe. _____

- Have you ever been charged with a felony? Yes No

If yes, please describe. _____

Work Preferences

When are you available to start? _____ Desired Wage: _____

Are you interested: Part Time Full Time Flexible

What is your preferred age group?

Infant (0 – 12 months) Toddler (12 months – 2 ½ years) Preschool (2 ½ years – 5 years)

List the Hours you are Available to Work

Monday	Tuesday	Wednesday	Thursday	Friday
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Do you have any children that will need care here at the Center? Yes No

If yes, please list their ages: _____

Previous Employment

Please list most recent employer first

Employer Name 1	Phone Number	
Address		
Job Title	Start Date	End Date
Manager Name	Starting Wage	Ending Wage
Description of Duties		
Reason for Leaving (if no longer employed)		

Employer Name 2	Phone Number	
Address		
Job Title	Start Date	End Date
Manager Name	Starting Wage	Ending Wage
Description of Duties		
Reason for Leaving (if no longer employed)		



Employer Name 3	Phone Number	
Address		
Job Title	Start Date	End Date
Manager Name	Starting Wage	Ending Wage
Description of Duties		
Reason for Leaving (if no longer employed)		



Employer Name 4	Phone Number	
Address		
Job Title	Start Date	End Date
Manager Name	Starting Wage	Ending Wage
Description of Duties		
Reason for Leaving (if no longer employed)		



References

Please include 1 Personal Reference and 2 Professional References

Personal Reference

Name	Phone Number
Relationship	Years Known
Email	

Professional Reference 1

Name	Phone Number
Business/Organization	Title
Relationship	Email

Professional Reference 2

Name	Phone Number
Business/Organization	Title
Relationship	Email

Training & Development

Please give details of any training and development courses or non-qualification courses, which support your application.
Include any on-the-job training, as well as formal courses.

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Personal Statement

Abilities, Skills, Knowledge, and Experience

Please use this section to tell us about yourself, and to explain how you will contribute to our program.

Declaration

I confirm that in order to further my application for employment, Little Angels will use the data I have supplied to conduct reference checks and to confirm my identity. I understand that Little Angels may hold my information for future reference.

Authorization and Consent for Release of Information

I certify that my answers are true and complete. I authorize you to make such investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that if employed, I am required to adhere to all policies and procedures of the State of Michigan and company policies. I understand that my employment and compensation is terminable at-will. There is no definite period and my employment and compensation may be terminated by the company (employer) at any time and for any reason whatsoever, with or without cause at the option of the company or myself.

I hereby certify that:

- ❖ **I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description which I have read, or which shall be supplied to me.**
- ❖ **I understand that neither this document, nor any offer of employment from the employer constitutes an employment contract unless a specified document to the effect is executed by the employer and me in writing.**
- ❖ **I understand that I must be 18 years old and have a clear background check. I must be able to speak, read, and write English. I am aware that childcare is not always available to staff and is at the discretion of the Director**
- ❖ **I understand the Director(s) will coordinate my daily work schedule.**

- ❖ I am aware that daily child attendance fluctuates and varies day-to-day and that I am not guaranteed any specific or determined number of hours per day, per week, or classroom assignment and that my work schedule will be based upon the daily current needs of the childcare program.
- ❖ I understand that I will be responsible to check my schedule each day for any changes and that paydays are every Friday and that the dress-code is strictly enforced.
- ❖ All the information given by me on this form is correct to the best of my knowledge.
- ❖ All questions relating to me have been accurately and fully answered
- ❖ I possess all the qualifications which I claim to hold.

Signature

Date