



Play Centers, Inc. / Play and Learn
"Your First Choice for Quality Child Care and Education"
in Anne Arundel County, Baltimore City,
and Baltimore County



Employment Application

Play Centers, Inc. is an Equal Opportunity Employer and as such will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, sex, color, religion, national origin, citizenship, ancestry, age, disability, veteran status, marital status, sexual orientation, gender identity, genetic information or any other protected category.

Personnel Information:

First Name: _____ Last Name: _____

Primary Mailing Address: _____ Apt. Number: _____

City: _____ State: _____ Zip Code: _____

Contact Number: _____ - _____ - _____

Email Address (please print legibly): _____

Are you legally eligible to work in the United States? Yes: _____ No: _____

Have you ever been employed with this company? Yes: _____ No: _____

If yes, When: : _____ What location: _____

Do you have reliable transportation? Yes: _____ No: _____

Are you able to perform the essential functions of a professional child care position, either with or without reasonable accommodations? Yes: _____ No: _____

Education Information:

High School Attended: _____

Did you graduate? Yes: _____ No: _____

College Attended: _____

Did you graduate? Yes: _____ No: _____ Degree/major: _____



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Work Experience:

Previous Employer: _____

Telephone Number: _____ - _____ - _____

Dates of Employment: From: _____ To: _____

Job Title: _____ Last Rate of Pay: \$ _____ . _____

Duties: _____

Reason for leaving: _____

May we contact this previous employer for a reference?: Yes: _____ No: _____

Previous Employer: _____

Telephone Number: _____ - _____ - _____

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Position Desired (check all that apply):

Infant/Toddler Teacher (must be at least 19): Yes: _____ No: _____
Preschool Teacher (must be at least 19): Yes: _____ No: _____
Preschool Director (must be at least 21): Yes: _____ No: _____
School-Age Aide (must be at least 16): Yes: _____ No: _____
School-Age Teacher (must be at least 19): Yes: _____ No: _____
School-Age Director (must be at least 21): Yes: _____ No: _____

I would prefer to work:

6 up to 29 hours per week: Yes: _____ No: _____
30 up to 40 hours per week: Yes: _____ No: _____

Location Desired (please circle the areas you would be willing to work):

Baltimore County Baltimore City Anne Arundel County

Completed Child Care Trainings and/or college courses:

Bachelor's Degree: Yes: _____ No: _____
AA Degree: Yes: _____ No: _____
Preschool Curriculum: Yes: _____ No: _____
School-Age Curriculum: Yes: _____ No: _____
Child Growth and Development Classes: Yes: _____ No: _____
Educational Psychology: Yes: _____ No: _____
45 hours Infant/Toddler Class: Yes: _____ No: _____
9 hours Communication Training: Yes: _____ No: _____
6 hours Medication Administration Training: Yes: _____ No: _____
6 hours Emergency Preparedness Training: Yes: _____ No: _____
3 hours Americans with Disabilities Act Training: Yes: _____ No: _____
4 hours Developmental Screening Training: Yes: _____ No: _____
1 hours Supporting Breastfeeding: Yes: _____ No: _____



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Required Criminal Background Information:

Have you ever received a conviction, a probation before judgment disposition, a not criminally responsible disposition, or a pending charge for the commission or attempted commission? Yes: _____ No: _____

Disclaimer:

I understand that Play Centers, Inc. follows an "employment at will" policy, and that I or Play Centers, Inc. may terminate my employment at any time, for any reason consistent with applicable state or federal law. This "employment at will" policy cannot be changed verbally or in writing. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that all phases of employment with Play Centers, Inc. is an Equal Opportunity Employer and as such will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, sex, color, religion, national origin, citizenship, ancestry, age, disability, veteran status, marital status, sexual orientation, gender identity, genetic information or any other protected category.

I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that Play Centers, Inc. will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I understand that the Employee Polygraph Protection Act generally prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

I certify that all the statements herein are true and I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Play Centers, Inc. retains the right to disregard this Application if it has not been completed in its entirety.

Your **PRINTED** Name: _____

Your Signature: _____

Date: _____ - _____ - _____



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Self-Identification (optional):

AS AN EQUAL OPPORTUNITY EMPLOYER, VARIOUS GOVERNMENT AGENCIES (THE U.S. DEPT. OF LABOR) REQUIRE US TO REPORT CERTAIN DATA ABOUT APPLICANTS. WE MUST TRY TO OBTAIN ACCURATE INFORMATION ABOUT RACE/ETHNIC GROUP AND SEX/GENDER, VETERAN'S AND DISABILITY STATUS FOR ALL APPLICANTS. THE INFORMATION OBTAINED MAY ONLY BE USED IN ACCORDANCE WITH THE PROVISIONS OF APPLICABLE LAWS, EXECUTIVE ORDERS, AND REGULATIONS, INCLUDING THOSE THAT REQUIRE THE INFORMATION TO BE SUMMARIZED AND REPORTED TO THE FEDERAL GOVERNMENT FOR CIVIL RIGHTS ENFORCEMENT. WHEN REPORTED, DATA WILL NOT IDENTIFY ANY SPECIFIC INDIVIDUAL. THE INFORMATION COLLECTED ON THIS FORM IS MAINTAINED IN A SECURE AND CONFIDENTIAL MANNER AND IS NOT COMMUNICATED TO PERSONS MAKING HIRING OR OTHER EMPLOYMENT DECISIONS. WHILE YOUR REPLY WILL BE MOST HELPFUL TO USE IN REPORTING ACCURATE DATA, DISCLOSURES ARE COMPLETELY VOLUNTARY. CHOOSING NOT TO PROVIDE THIS INFORMATION WILL NOT LEAD TO ANY ADVERSE TREATMENT. BY COMPLETING THIS FORM, YOU ARE VERIFYING THAT YOUR INFORMATION IS ACCURATE AND THAT YOU UNDERSTAND THAT THIS INFORMATION WILL BE KEPT CONFIDENTIAL; THAT DISCLOSURE OF THIS INFORMATION DOES NOT IN ANY WAY EFFECT WHETHER OR NOT YOUR APPLICATION RECEIVES CONSIDERATION; AND THAT THE SOLE USE OF THIS INFORMATION IS FOR INCLUSION IN STATISTICAL REPORTS REQUIRED BY VARIOUS GOVERNMENTAL REGULATIONS AND AGENCIES.

Gender (Please check one of the options below):

Male Female I do not wish to disclose

Race/Ethnicity (check one corresponding to the ethnic group with which you identify):

White Hispanic/Latino
 Native Hawaiian or Other Pacific Islander Black or African American
 American Indian or Alaska Native Asian
 I do not wish to disclose

Veteran Status (Check the descriptions corresponding to your veteran status - if applicable):

Vietnam Era Veteran Special Disabled Veteran
 Other Protected Veteran Recently Separated Veteran
 Armed Forces Service Medal Veterans I am not a Veteran
 I do not wish to disclose

Other (Check the descriptions corresponding to your disability status - if applicable):

Yes, I have a disability (or previously had a disability)
 No, I don't have a disability
 I do not wish to disclose