



FLORIDA APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

INTRODUCTION

Collina Kids Academy is a full service School of Quality Learning that offers Quality Child Care and Early Learning environment to children ages 6 weeks to 12 years. If employed, you will be expected to perform at the level which rates among the highest in the nation. Thank you for considering Collina Kids Academy for your employment needs.

EQUAL OPPORTUNITY POLICY

Collina Kids Academy is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity, without regard to race, religion, color, sex, age, national origin, citizenship, disability, or any other basis of discrimination prohibited by applicable local, state or federal law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on such grounds.

INITIAL REQUIREMENTS FOR EMPLOYMENT

Collina Kids Academy is a licensed and regulated by the Department of Children and Families. Employment is contingent upon the applicant submitting fingerprints for FBI/FDLE Criminal Clearance Letter prior to employment.

If employed, I agree to conform to all Collina Kids Academy rules and regulations, and all Federal, State, and local rules and regulations. In this regard, I understand that Collina Kids Academy may, at its discretion, conduct searches of lockers, lunch boxes, tool boxes, clothing, purses, briefcases, vehicles, desks, work areas, and other personal or Collina Kids Academy property, and I hereby consent to such search. Collina Kids Academy does not hire persons who use illegal drugs. I understand that if I am suspected of being impaired while at work, Collina Kids Academy may require that I take and pass a screen for alcohol or illegal drugs;.

MINIMUM STAFF QUALIFICATIONS

Primary Teacher or Teacher Assistant: Applicants must be at least 18 years of age with a high school diploma and have completed *or be willing to complete* 45 hours of State Mandated Training within the time frames established by Collina Kids Academy. Applicants must have obtained or be willing to obtain a Pediatric first aid/CPR certificate within the time frames established by Collina Kids Academy. *Lead Teachers must be 21 years of age with a CDA or comparable credential.*

Teacher Aide: Applicants must be at least 16 years of age and have completed or be willing to complete 45 hours of State Mandated Training within the time frames established by Collina Kids Academy. Applicants must have obtained or be willing to obtain a Pediatric first aid/CPR certificate within the time frames established by Collina Kids Academy.

COLLINA KIDS ACADEMY EMPLOYMENT APPLICATION CONTINUED

PERSONAL INFORMATION		
Application Date:	Last Name:	First Name:
Street Address (including City, State and Zip)		
Home Telephone:	Emergency Telephone:	
Emergency Contact Name:		
Phone Number:	Relationship:	

EMPLOYMENT DESIRED (Circle One):			
Full Time	Part Time	Substitute	
POSITION APPLYING FOR (Circle One):			
Assistant Director	Lead Teacher	Teacher	Aide/Substitute
PREFERRED AGE GROUP:			
Infants	Toddlers	Prek	School Age

Salary/Wage \$	Per:	Available Start Date:
Please list any Schedule Restrictions between 6:30 a.m. and 6:30 p.m.:		

EDUCATION				
	NAME, CITY, STATE CITY/STATE	YEARS	TYPE OF DEGREE	MAJOR AREA OF STUDY
High School				
College				
Business/ Vocational School				

NUMBER OF YEARS IN-FIELD WORK EXPERIENCE	
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TRAINING COMPLETED		
DESCRIPTION	DATE COMPLETE	IF NOT COMPLETE, IN PROCESS (YES, NO)
Part I – Introductory ChildCare Training (30 hours)		
Part II - Introductory ChildCare Training (10 hours)		
Early Literacy and Language Development (5 hours)		
First Aid/CPR		

COLLINA KIDS ACADEMY EMPLOYMENT APPLICATION CONTINUED

EMPLOYMENT RECORD

List each job held. **Start with your present or last job.** Include military service.

Employer:	From:	To:	Work Performed:
Address:		Phone Number:	
Salary:	Job Title	Supervisor:	
Responsibilities:			
Reason for leaving:		May we contact your Supervisor (yes, no):	
Employer:	From:	To:	Work Performed:
Address:		Phone Number:	
Salary:	Job Title	Supervisor:	
Responsibilities:			
Reason for leaving:		May we contact your Supervisor (yes, no):	
Employer:	From:	To:	Work Performed:
Address:		Phone Number:	
Salary:	Job Title	Supervisor:	
Responsibilities:			
Reason for leaving:		May we contact your Supervisor (yes, no):	

Explain any employment gaps:

PERSONAL REFERENCES: Please do not list previous employer or relative.

NAME	TELEPHONE	OCCUPATION

PERSONAL HISTORY AND PHILOSOPHY

Do you have children that will attend Collina Kids Academy? Yes No

If yes, please list age and grade if applicable _____

What is your philosophy in educating preschool children?

What experience, other than child care, do you have with children? (Indicate ages & duties)

While employed by a childcare program, have you ever been the subject of disciplinary action or been involved in an incident where a child care facility received an administrative fine or other disciplinary action? (Yes or No)_____ If yes, please explain.

**AGREEMENT AND AUTHORIZATION TO RELEASE INFORMATION
(PLEASE READ THE FOLLOWING CAREFULLY AND SIGN IN THE SPACE PROVIDED)**

I hereby certify that the facts set forth in this employment application (and accompanying resume, if any) are true and complete to the best of my knowledge, and I agree and understand that any misrepresentation of information, or failure to disclose information during the employment application process, may disqualify me from further consideration for employment and, if employed, will subject me to dismissal. I also understand and agree that if employed, my employment includes an initial probationary period of 90 days. I further understand that Collina Kids Academy may terminate my employment at will at any time, with or without cause or notice. I hereby disclaim the existence of any contract of employment, either express or implied.

I agree and understand Collina Kids Academy may seek information concerning my background and/or previous employment, whether of record or not. I further agree and understand that if employed, Collina Kids Academy may at any time seek any information whatever source, which in its discretion deems relevant to my employment. Accordingly, I hereby authorize the previous employers and references listed in my application contacted by Collina Kids Academy to give Collina Kids Academy any and all information concerning my previous employment, or any other information they may have, personal or otherwise. I hereby release Collina Kids Academy and any other persons or entities whatsoever involved in such an investigation or inquiry from all liability of any kind, including any damages on account of the furnishing of such information.

Signature of Applicant

Date