

Work-Study Staff Application

Applicant Information

Full Name: _____ Date: _____
 Last First Initial
 Permanent Address: _____
 Street Address Apartment/Unit #

 City State Zip Code
 Phone: () _____ E-mail Address: _____
 Date Available: _____ Birthday: _____

Position Applied for: **Part-time Teacher's Aide**

	YES	NO		YES	NO
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>	If no, are you authorized to work in the U.S.?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever worked in a preschool, childcare, or daycare situation?	<input type="checkbox"/>	<input type="checkbox"/>	Are you currently in the Rutgers Payroll System?	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO			
Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Contact Name & Tel #:	_____	

If yes, explain: _____

The successful applicant will undergo a Child Abuse Record Inquiry (CARI) check and must also undergo fingerprinting. These are mandatory conditions of employment and permanent employment is contingent upon an acceptable report of these findings. Applicants are not responsible for paying for the CARI or fingerprinting, but the applicant is responsible for making the necessary arrangements for the fingerprinting appointment. The Center does not provide transportation to the fingerprinting appointment. Fingerprinting must occur within 2 weeks of hire, as per law.

Education

High School: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

University Affiliation

What is your major? _____ What is your anticipated graduation year? _____

Previous Employment

Company:	_____	Phone:	_()		
Address:	_____	Supervisor:	_____		
Job Title:	_____	Starting Salary:	\$ _____	Ending Salary:	\$ _____
Responsibilities:	_____				
From:	_____	To:	_____	Reason for Leaving:	_____
				YES	NO
May we contact your previous supervisor for a reference?				<input type="checkbox"/>	<input type="checkbox"/>
Company:	_____	Phone:	_()		
Address:	_____	Supervisor:	_____		
Job Title:	_____	Starting Salary:	\$ _____	Ending Salary:	\$ _____
Responsibilities:	_____				
From:	_____	To:	_____	Reason for Leaving:	_____
				YES	NO
May we contact your previous supervisor for a reference?				<input type="checkbox"/>	<input type="checkbox"/>
Company:	_____	Phone:	_()		
Address:	_____	Supervisor:	_____		
Job Title:	_____	Starting Salary:	\$ _____	Ending Salary:	\$ _____
Responsibilities:	_____				
From:	_____	To:	_____	Reason for Leaving:	_____
				YES	NO
May we contact your previous supervisor for a reference?				<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I understand that my continued employment at the Center is contingent upon acceptable results of my CARI check and fingerprinting.

I understand that my completed employment application, completed CARI form, fingerprinting, and completed reference forms are due within 2 weeks of hire.

I have received and read the Center's policy on the disciplining of children.

I have received and read the Information to Parents Statement.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Reference Form

Applicant Information

Applicant Name: _____ Date: _____
Last First M.I.

Reference Person

Name of Contact: _____

Title: _____ Phone: () _____

Company: _____

Address: _____

Street Apt./Unit #

City State Zip Code

We are considering the individual above as a candidate for a Teacher's Aide position in our school. We would appreciate it if you would complete this reference form and return it to us via mail or fax (732-932-7519).

1. How long have you known the candidate? _____ Years _____ Months

2. In what capacity/relationship? Did s/he work for you or with you? _____

3. This applicant will be working with children ages 2-6. Can you attest to the candidate's suitability to work with children of this age? YES NO

4. Is this candidate, in your opinion, of good character? YES NO

5. Are you aware of any strengths or weaknesses of this candidate which may relate to his/her job performance? Please explain.

6. If this candidate worked for/with you, can you comment on:

Attendance _____

Work Attitude _____

Job Performance _____

7. Is there anything else you would like us to know about this candidate? Please detail below.

8. Would you rehire this applicant? YES NO

Signature _____ Date _____

Applicant's initials giving permission for the above information to be released and kept confidential. _____

Reference Form

Applicant Information

Applicant Name: _____ Date: _____
Last First M.I.

Reference Person

Name of Contact: _____

Title: _____ Phone: () _____

Company: _____

Address: _____

Street Apt./Unit #

City State Zip Code

We are considering the individual above as a candidate for a Teacher's Aide position in our school. We would appreciate it if you would complete this reference form and return it to us via mail or fax (732-932-7519).

1. How long have you known the candidate? _____ Years _____ Months

2. In what capacity/relationship? Did s/he work for you or with you? _____

3. This applicant will be working with children ages 2-6. Can you attest to the candidate's suitability to work with children of this age? YES NO

4. Is this candidate, in your opinion, of good character? YES NO

5. Are you aware of any strengths or weaknesses of this candidate which may relate to his/her job performance? Please explain.

6. If this candidate worked for/with you, can you comment on:

Attendance _____

Work Attitude _____

Job Performance _____

7. Is there anything else you would like us to know about this candidate? Please detail below.

8. Would you rehire this applicant? YES NO

Signature _____ Date _____

Applicant's initials giving permission for the above information to be released and kept confidential. _____

Addendums

Information to Parents/Employees

Under provisions of the Manual of Requirements for Child Care Centers (NJAC 10:22), every licensed childcare center in New Jersey must provide to parents of enrolled children written information of parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center may comply with this requirement: 1) by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or 2) by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you are in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and recordkeeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, NJ 08625.

We encourage parents to discuss with us any questions or concerns about the policies and/or program of the center of the meaning, application or alleged violation of the Manual of Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate it if you bring these concerns to our attention as well.

Our center must have a policy concerning the release of children to parents or people authorize by the parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center. Our center will not release any child to any adult if a staff member believes that the adult is impaired from use of drugs, alcohol or other behavior & ability modifying agents. Another adult listed in the child's file may be called to pick up the child instead.

Our center must have a policy about dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which are issues after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Bureau for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center Director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the Director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the Division of Youth and Family Service's Office of Child Abuse Control, Toll-Free at (800) 792-8610, or to any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting the Community Education Office, Division of Youth and Family Services, CN 717, Trenton, NJ 08625.

Applicant's Initials _____

DISCIPLINE AT THE CENTER

Discipline of children at the Center will be within the following principles and procedures.

- a. The procedures for discipline will be **positive**, and consistent with the developmental status of the child.
- b. The consequence for undesirable behavior will have relevance to the undesirable behavior.
- c. There will be no corporal punishment such as hitting; abusive language; ridicule, humiliation or frightening threats; or any other form of child abuse, neglect or exploitation.
- d. There will be no discipline by the withholding of emotional responses or stimulation.
- e. There will be no discipline by the withholding of the entire outdoor play period(s).
- f. Behaviors of the children with respect to rest, toilet training, or food preference, or acceptance, are not subject to discipline.
- g. Behaviors that might injure another person or thing may result in physical restraint when verbal directions to stop are ignored. If necessary, a child may be physically removed from the immediate situation where such behaviors occurred or were threatened.
- h. Discipline by "time out" may be used when verbal directions to stop undesirable behaviors or to carry out desired and desirable behaviors are ignored. "Time out" is always supervised by an adult and lasts only a few minutes or until the child regains control/composure.
- i. A child who does not follow the "time out" procedure or who refuses to stop undesirable behaviors such as physical aggression against another child may be taken to the director's office.
- j. Staff members will follow the customary discipline policy with regard to cases of biting. If, however, a child has bitten three or more children on any given day, the parents of the child will be called and asked to remove the child from school for the remainder of the day.
- k. If the biting incidents continue, the parents may be asked to remove the child from the program for a brief period of time in hopes of breaking the biting pattern. In the event that the incidents continue upon the child's return, the center reserves the option to permanently terminate the child's enrollment. Any biting injury that breaks the skin and causes bleeding will result in immediate verbal notification to the parents of the injured party.
- l. Parents and guardians are asked to refrain from physically disciplining their children while on center grounds. Other parents and visitors to the center may incorrectly assume that a child is being physically disciplined by a staff member which would be a violation of DYFS regulations and center policy.

Applicant's Initials _____