



# Our Lady of Bethlehem School and Childcare

Employment Application

## APPLICANT INFORMATION

Last Name			First			M.I.		DOB	
Maiden Name (if applicable)									
Street Address						Apartment/Unit #			
City				State			ZIP		
Phone (home / mobile)				E-mail Address					
Date Available to Start						Desired Salary or Rate of Pay	\$		
Position Applied for									
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Have you ever worked for OLB in the past?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain.						

## EDUCATION

High School Attended									
	From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date received diploma	
College Attended									
	From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Post-Graduate College Attended									
	From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Do you hold a teaching license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please list grade level				State license is held:		

## MILITARY SERVICE

Not Applicable <input type="checkbox"/>									
Branch						From		To	
Rank at Discharge					Type of Discharge				
If other than honorable, explain.									

## PREVIOUS EMPLOYMENT

Please start with your most current employer through your most recent position held with relative experience

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

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

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

**REFERENCES**

Please list three professional references or attach with resume.

Full Name			Job Title		
Company			Relationship		
Address			Phone (ext.)		
Full Name			Job Title		
Company			Relationship		
Address			Phone (ext.)		
Full Name			Job Title		
Company			Relationship		
Address			Phone (ext.)		

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge. I understand that I will have the opportunity to discuss desired work schedule and compensation during an interview and if hired I will have to present proof of completion of high school, GED or college and a valid ID showing proof of age.

**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



# Our Lady of Bethlehem School and Childcare

## Applicant Questionnaire

### APPLICANT INFORMATION

Last Name		First		M.I		Date	
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### QUESTIONNAIRE

Please answer the questions below based on your experience, knowledge and personal values.

- 1. OLB operates Monday-Friday, please list the days and hours you are available to work.**
- 2. Do you have experience caring for infants as young as 6 weeks?** YES  NO   
If YES, please describe your experience and what your comfort level and knowledge is for that age group.
- 3. Do you have experience caring for toddlers ages 18 months – 3 years?** YES  NO   
If YES, please describe your experience and what your comfort level and knowledge is for that age group.
- 4. Provide your 3 strengths and 3 weaknesses. In addition, provide the most important attribute that you need from other team members to help make you succeed.**
- 5. Where do you see yourself professionally in the next 2-5 years?**
- 6. Provide an example of a conflict with a co-worker and how it was resolved.**
- 7. How would you benefit our school by being on the OLB team?**



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# Our Lady of Bethlehem School and Childcare

## Applicant Questionnaire

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**8. Discuss how you would approach and handle the following situations:**

- There is an infant who has a soiled diaper that has gone through the child's clothing and needs to be changed and cleaned. At the same time, an 8 week old is crying to be fed. You are by yourself. How do you react and which do you tend to first and why?
  
- You hear a couple students start to argue and the situation has escalated quickly and now one of the students is hurt before you could diffuse the situation. How do you respond to both children and communicate to the parent/caregiver about what transpired?
  
- The class is working in partners to complete a task. One student isn't participating because s/he doesn't believe they can do it without help from the teacher. Describe how you would instill confidence in the child to get them to complete the task and believe in themselves.
  
- A student has been consistently disruptive in class. You have narrowed it down to transition times and know that something has to be done to keep the student on task and not be disruptive during this time. Describe the process you would use to handle this type of behavior from a student and how you would discuss with the parent.