

# ELLENVILLE COOPERATIVE NURSERY SCHOOL EMPLOYMENT APPLICATION

PLEASE MAIL APPLICATION TO:

23 WASHINGTON AVENUE, ELLENVILLE, NY 12428

- THANK YOU FOR YOUR INTEREST!
- IF APPLYING FOR DIRECTOR POSITION, PLEASE ATTACH 2 LESSON PLANS.

## Please Select Desired Position:

- \_\_\_ Director - (Hours 8 a.m. - 5 p.m.)
- \_\_\_ Assistant - (Hours 8 a.m. - 1 p.m.)
- \_\_\_ Assistant - (Hours 12 p.m. - 5 p.m.)
- \_\_\_ Substitute - (Varied Hours)

### APPLICANT INFORMATION

|   |     |    |  |                |    |  |  |                  |      |  |  |
|---|-----|----|--|----------------|----|--|--|------------------|------|--|--|
| Last Name                                 |     |    |  | First          |    |  |  | M.I.             | Date |  |  |
| Street Address                            |     |    |  |                |    |  |  | Apartment/Unit # |      |  |  |
| City                                      |     |    |  | State          |    |  |  | ZIP              |      |  |  |
| Phone                                     |     |    |  | E-mail Address |    |  |  |                  |      |  |  |
| Date Available                            |     |    |  |                |    |  |  | Desired Wage     |      |  |  |
| Position Applied for                      |     |    |  |                |    |  |  |                  |      |  |  |
| Are you a citizen of the United States?   | YES | NO | If no, are you authorized to work in the U.S.? | YES            | NO |  |  |                  |      |  |  |
| Do you have state certification?          | YES | NO | If so, what and when was certificate issued?   |                |    |  |  |                  |      |  |  |
| Have you ever been convicted of a felony? | YES | NO | If yes, explain                                |                |    |  |  |                  |      |  |  |
| Do you have CPR/First Aid Certification?  | YES | NO | If so, when and where were they completed?     |                |    |  |  |                  |      |  |  |

### EDUCATION

|             |    |                   |     |         |        |  |  |  |  |  |  |
|-------------|----|-------------------|-----|---------|--------|--|--|--|--|--|--|
| High School |    |                   |     | Address |        |  |  |  |  |  |  |
| From        | To | Did you graduate? | YES | NO      | Degree |  |  |  |  |  |  |
| College     |    |                   |     | Address |        |  |  |  |  |  |  |
| From        | To | Did you graduate? | YES | NO      | Degree |  |  |  |  |  |  |
| Graduate    |    |                   |     | Address |        |  |  |  |  |  |  |
| From        | To | Did you graduate? | YES | NO      | Degree |  |  |  |  |  |  |

### REFERENCES - PLEASE LIST THREE PROFESSIONAL REFERENCES

|           |  |  |  |              |  |  |  |  |  |  |  |
|-----------|--|--|--|--------------|--|--|--|--|--|--|--|
| Full Name |  |  |  | Relationship |  |  |  |  |  |  |  |
| Company   |  |  |  | Phone        |  |  |  |  |  |  |  |
| Address   |  |  |  |              |  |  |  |  |  |  |  |
| Full Name |  |  |  | Relationship |  |  |  |  |  |  |  |
| Company   |  |  |  | Phone        |  |  |  |  |  |  |  |
| Address   |  |  |  |              |  |  |  |  |  |  |  |
| Full Name |  |  |  | Relationship |  |  |  |  |  |  |  |
| Company   |  |  |  | Phone        |  |  |  |  |  |  |  |
| Address   |  |  |  |              |  |  |  |  |  |  |  |

**PREVIOUS EMPLOYMENT**

|  |  |    |  |                    |            |             |    |
|--|--|----|--|--------------------|------------|-------------|----|
| Name   |  |    |  |                    | Phone      |             |    |
| Address  |  |    |  |                    | Supervisor |             |    |
| Job Title  |  |    |  | Starting Wage      | \$         | Ending Wage | \$ |
| Responsibilities   |  |    |  |                    |            |             |    |
| From   |  | To |  | Reason for Leaving |            |             |    |
| May we contact your previous supervisor for a reference? |  |    |  | YES                | NO         |             |    |
| Name   |  |    |  |                    | Phone      |             |    |
| Address  |  |    |  |                    | Supervisor |             |    |
| Job Title  |  |    |  | Starting Wage      | \$         | Ending Wage | \$ |
| Responsibilities   |  |    |  |                    |            |             |    |
| From   |  | To |  | Reason for Leaving |            |             |    |
| May we contact your previous supervisor for a reference? |  |    |  | YES                | NO         |             |    |
| Name   |  |    |  |                    | Phone      |             |    |
| Address  |  |    |  |                    | Supervisor |             |    |
| Job Title  |  |    |  | Starting Wage      | \$         | Ending Wage | \$ |
| Responsibilities   |  |    |  |                    |            |             |    |
| From   |  | To |  | Reason for Leaving |            |             |    |
| May we contact your previous supervisor for a reference? |  |    |  | YES                | NO         |             |    |

**PLEASE USE THE SPACE BELOW TO DESCRIBE HOW YOU WILL INTERACT WITH CHILDREN:**

|  |
|--|
|  |
|--|

**PLEASE USE THE SPACE BELOW TO DESCRIBE YOUR VISION OF A COOPERATIVE NURSERY SCHOOL:**

|  |
|--|
|  |
|--|

**DISCLAIMER AND SIGNATURE**

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

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 |  |  |
|-----------|--|--|--|--|------|--|--|

# **Ellenville Cooperative Nursery School**

## **Assistant Teacher Qualifications and Job Description:**

### **Qualifications:**

- Minimum Education: High School diploma
- Experience: Some childcare/teaching experience
- First Aid/CPR Certification
- Fingerprint Clearance
- Criminal Conviction Clearance
- Health Clearance/TB Test from doctor

### **Job Description:**

- Follow instructions as outlined by the director
- Teach provided lesson plans
- Supervise and play with children
- Snack preparation
- Oversee student lunch hour
- Clean nursery school at the start/end of every school day (including, but not limited to: kitchen cleanup, floors, bathrooms, emptying trash, sanitizing of toys).
- Relate to students and families in a courteous, respectful, and friendly manner
- Be positive, creative and self-motivated
- Upon hire, complete Mandated Reporter Certification for suspected child abuse
- Complete annual professional development hours as outlined by the Office of Children and Family Services (30 hours every two years; 15 hours within the first 6 months)
- Provide updated health clearance records and TB screening as outlined by the Office of Children and Family Services (every two years)
- Assist with off-site outings
- Other duties, as needed