



**JEFFERSON AVENUE CHILDHOOD DEVELOPMENT CENTER  
793 JEFFERSON AVENUE  
ROCHESTER, NY 14611  
(585) 436-0454 (tel)  
(585) 529-5713 (fax)**

**NOTICE TO APPLICANTS**

All offers of employment with the Jefferson Avenue Childhood Development Center are contingent upon the candidate meeting the following requirements. **All applicants applying for teaching positions must have a minimum of a CDA** and be willing to enroll within (6) month into an Early Childhood Associate Degree program.

This **entire** application must be completed.

1. Pass a complete physical exam and TB test
2. Complete fingerprinting process – 259 Monroe Ave, 3<sup>rd</sup> floor
3. Complete the New York State Central Register Clearance Form and center must receive the report
4. Local criminal record check
5. Submit at least 3 written personal references, other than relatives, who can attest to your character, habits and personal qualification in regards to your experience in early childhood education. Addressed to the Center listing the persons name/address/phone number and years that they have known you.
6. Submit an employer verification/reference from a prior employer
7. Submit an updated resume
8. Submit official college transcripts
9. Have you ever worked for an accredited Center before?  
 Yes     No

I acknowledge that the above listed requirements are conditions of employment with JACDC and agree to complete these requirements before expectancy of a position with JACDC.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT

In compliance with the Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or the presence of a non job related medical condition or physical challenges.

<b>PERSONAL INFORMATION</b>				
Name _____		Date _____		SSN _____
Last		First		Middle
Present Address _____				
Street		City		State
Permanent Address _____				
Street		City		State
Phone Number _____				
If related to anyone in organization, state name and department (omit name of spouse)				
_____			Referred by: _____	
Are you over 18 years of age? Yes _____ No _____				
Position _____			Full Time _____	
Date available to start _____			Part Time _____	
Substitute _____				
Are you currently employed? ___ Yes ___ No				
May we contact your current employer? ___ Yes ___ No Phone# _____				
Have you ever applied to this center before? ___ Yes ___ NO When? _____				
EDUCATION	Name & Location of School	Years Attended	Date Graduated	Diploma Received
Grammar School				
High School				
College				
Trade, Business or Correspondence School				
<p>(A) Please list any recent training, college level courses or adult education courses you have completed in child development, early childhood education, nursery education, human development or other areas.</p> <p>_____</p> <p>_____</p>				
<p>Are there any experiences, skills, or qualifications which you feel would especially fit your work with young children and parents? (Mention your volunteer experiences here).</p>				

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(B) Activities: Civic, Athletic, Hobbies etc.

**FORMER EMPLOYERS (List below last four employers starting with last one first)**

Date Month & Year From To	Name and Address of Employer	Salary	Position	Reason for Leaving

Do you have transportation to and from work? Yes \_\_\_\_\_ No \_\_\_\_\_

**REFERENCES:** Give below the names of three persons not related to you, whom you have known at least one year. This request is in addition to the (3) written character references.

<u>Name</u>	<u>Address</u>	<u>Business</u>	<u>Yrs. Known</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**PHYSICAL RECORD** Do you have any health problems that would interfere with your ability to perform the job for which you have applied? If, yes please explain. \_\_\_\_\_

**General Health:** Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Have you ever been convicted of a crime, excluding traffic offenses? Yes \_\_\_ No \_\_\_ If yes, describe in full \_\_\_\_\_

**I declare that the above statements are true to the best of my knowledge and belief and permission is given to contact references and former employers.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Do not write below this line**

Remarks by interviewer

\_\_\_\_\_

Interviewed by: \_\_\_\_\_

**POST EMPLOYMENT QUESTIONS**

Date Hired \_\_\_\_\_ Starting Date \_\_\_\_\_ Job Title \_\_\_\_\_

Date of Birth \_\_\_\_\_ Starting Wage \_\_\_\_\_ 90 day eval \_\_\_\_\_

Person to notify in case of emergency \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

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## NOTIFICATION OF CRIMINAL RECORD CHECK REQUIREMENTS

The Jefferson Avenue Childhood Development Center believes that a safe, secure enriched learning and working environment that meets or exceeds national standards should be provided for all students as well as staff.

Further, we believe that employees should be role models for students and should positively represent the Jefferson Avenue Childhood Development Center in the community. These beliefs reflect the principle that anyone who directly has contact with children is placed in a unique position of trust and integrity in this society.

Each employee or new hire **must** submit a City of Rochester Police Department Criminal Record Check in addition to those listed on the cover of the application. This can be obtained through:

City of Rochester Police Department  
Record Check  
Civic Center Plaza  
Rochester, New York 14614

**\*There is a \$15.00 fee which is reimbursable by the Center upon receipt of criminal record.**

I \_\_\_\_\_ duly swear to the best of my knowledge that I do not have other misdemeanors or felony convictions in any other jurisdiction.

I have read this application and information carefully and certify that the information I have given is correct and complete. I understand that the falsification of any statement on this application will constitute grounds for non employment or dismissal.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_