

|                         |                         |                                   |                   |             |
|-------------------------|-------------------------|-----------------------------------|-------------------|-------------|
| <b>OFFICE USE ONLY</b>  |                         | Sent to Center: _____             | Date: _____       | Time: _____ |
| Position: _____         | Orientation Date: _____ |                                   | Start Date: _____ |             |
| Fingerprint Date: _____ | Time: _____             | Criminal History Clearance: _____ |                   |             |
| References: (1) _____   | + or - (2) _____        | + or - _____                      |                   |             |

Full Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Soc. Sec.#: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Email: \_\_\_\_\_

Dear Stepping Stone School Applicant – Thank you for choosing Stepping Stone School in your career path. We are *dedicated* to hiring top professionals who are **energetic, motivated and possess integrity**. Stepping Stone School is an Equal Opportunity Employer. The following items are State and organizational requirements for employment at Stepping Stone School. **Applicants must indicate understanding of and ability to meet the following Requirements for Employment by initialing each item below:**

**Requirements for Employment (initial if applicable to you)**

**State of Texas Licensing requirements:**

- \_\_\_\_\_ • Is a High School Graduate or has G.E.D. and must provide a copy of transcripts within two weeks of hire
- \_\_\_\_\_ • Applicant must provide a copy of their current driver's license or identification card and SS Card or Birth Certificate
- \_\_\_\_\_ • Applicant is required to submit FBI fingerprint check as scheduled by Stepping Stone School at applicant's expense (to be reimbursed by Stepping Stone School after 90 days of employment)
- \_\_\_\_\_ • Has current First Aid/CPR Certification or will commit to certification
- \_\_\_\_\_ • Applicant is able to write and speak fluent English
- \_\_\_\_\_ • Applicant is at least 18 years of age
- \_\_\_\_\_ • Has United States Citizenship, or is legally authorized to work in the United States
- \_\_\_\_\_ • Will complete pre-service classroom training upon hire
- \_\_\_\_\_ • Is physically able to lift 25 lbs., up to a height of 5 ft., many times per day
- \_\_\_\_\_ • Is able to sit on the floor and in the children's chairs often
- \_\_\_\_\_ • Is physically able to get up and down from floor activities

**Stepping Stone School requirements:**

- \_\_\_\_\_ • Employees will maintain a professional appearance and conduct.
- \_\_\_\_\_ • Full time employees agree to attend Stepping Stone University's four week Basic Skills Class.
- \_\_\_\_\_ • Part time employees are required to complete Stepping Stone University's Associates Training.
- \_\_\_\_\_ • Employees must be able to meet all job requirements which may vary.
- \_\_\_\_\_ • Employees must have access to reliable transportation to/from work.
- \_\_\_\_\_ • **All hired employees** are responsible for contributing to the enrollment of new families and the retention of currently enrolled families.
- \_\_\_\_\_ • Employees will respect Stepping Stone School facilities as drug-free, smoke-free environment. Employees found under the influence of drugs or alcohol, or in possession of controlled substances within Stepping Stone Schools are subject to immediate dismissal.
- \_\_\_\_\_ • **All hired employees are subject to Random Drug Testing.**
- \_\_\_\_\_ • Stepping Stone School reserves the right to request drug and alcohol testing from any employee at any time. To ensure the safety and well-being of children in our care according to the Stepping Stone School Drug Policy, and to eliminate the possibility of "false positives" in a test, please list any drugs you may be taking: \_\_\_\_\_

**CRIMINAL OFFENSES - Criminal background checks will be conducted on all applicants.**

|   |   |
|---|---|
| ( ) <b>I HAVE NOT</b> pled guilty, no contest or been convicted of any criminal offense.<br>( ) <b>I HAVE</b> pled guilty, no contest or been convicted of a criminal offense.<br>Explain: _____<br>_____ | ( ) <b>I HAVE NOT</b> been the subject of an indictment, arrest or official criminal complaint.<br>( ) <b>I HAVE</b> been the subject of an indictment, arrest or official criminal complaint.<br>Explain: _____<br>_____ |
|---|---|

**AUTHORIZATION FOR BACKGROUND CHECK**

**Please read and sign this form in the space below. Your written authorization is necessary for completion of the application process.**

I, \_\_\_\_\_, hereby authorize Stepping Stone School to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Stepping Stone School will utilize an outside firm(s) to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

\_\_\_\_\_ Date \_\_\_\_\_ Applicant's Name Printed \_\_\_\_\_  
 Signature of Applicant



**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. What makes you the best candidate for this job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. How will you transfer the job skills that you acquired in your present and past job to that of a teacher? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. If you are hired to work as toddler teacher, what would your expectations of the job responsibilities be? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Describe your position/philosophy on guidance and discipline in the classroom. What techniques would you use? List any training you've completed on this topic. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. How can you gain the attention and control of a two year old classroom? What activities can you implement? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. How would you comfort a child who is upset about their parent leaving for the day? What can you do to help children experiencing separation anxiety? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Explain to me the importance of establishing positive relationships with families. How will you effectively achieve this? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Describe one of your most favorite and effective teachers that you have had. What made them so special? Which of these characteristics do you possess? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. How will you enroll and retain new and current families at Stepping Stone School? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby affirm that I have responded to all inquiries on this form fully and frankly, and all the information contained in my application is true and correct. I understand that any misrepresentation or falsification of any of the Stepping Stone School Application forms or documents may result in possible termination, or if the problem comes to light after hire, it can result in immediate dismissal from employment. I further consent and agree to submit to any job-related medical exams or drug tests that might be required and agree to provide any information that may be needed to facilitate such tests.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

## INTERESTS AND EMOTIONAL COMPETENCE

There are no right or wrong answers to this form. We are interested in you, and want to be sure our job requirements and your skills and interests fit together. Please answer all questions. **We appreciate your careful consideration and honesty.**

### SA I-4

|  | <b>NEVER</b> | <b>SOMETIMES</b> | <b>ALWAYS</b> |
|--|--------------|------------------|---------------|
| Are you aware of your emotions and how they affect others? | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Are you conscious of your strengths and weaknesses?        | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Are you confident?   | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Do you have a sense of humor when things go wrong?         | 1 2 3        | 4 5 6 7          | 8 9 10        |

### SR I-5

|   | <b>NEVER</b> | <b>SOMETIMES</b> | <b>ALWAYS</b> |
|---|--------------|------------------|---------------|
| Are you flexible in the workplace?                  | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Do you think before you speak?                      | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Are you organized?                                  | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Do you maintain honesty and integrity in your life? | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Do you take responsibility for your own actions?    | 1 2 3        | 4 5 6 7          | 8 9 10        |

### M I-5

|  | <b>NEVER</b> | <b>SOMETIMES</b> | <b>ALWAYS</b> |
|--|--------------|------------------|---------------|
| Are you motivated by others?                     | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Are you a team player?                           | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Do you take initiative in your job?              | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Are you committed to your employer?              | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Are you committed to the goals of your employer? | 1 2 3        | 4 5 6 7          | 8 9 10        |

### E I-3

|  | <b>NEVER</b> | <b>SOMETIMES</b> | <b>ALWAYS</b> |
|--|--------------|------------------|---------------|
| Do you sense other's feelings and perspectives?        | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Are you an "active listener"?                          | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Do you try to anticipate parents' or childrens' needs? | 1 2 3        | 4 5 6 7          | 8 9 10        |

### SS I-6

|   | <b>NEVER</b> | <b>SOMETIMES</b> | <b>ALWAYS</b> |
|---|--------------|------------------|---------------|
| Do you listen openly?                               | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Do communicate effectively?                         | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Can you problem-solve without reacting emotionally? | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Can you remain positive in a negative situation?    | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Do you guide and inspire others in the workplace?   | 1 2 3        | 4 5 6 7          | 8 9 10        |
| Do you seek to achieve excellence?                  | 1 2 3        | 4 5 6 7          | 8 9 10        |