

# Stepping Stone School – Criminal History Check Form

Completion of the Child-Care Provider Criminal History Check Form is required by the Texas Department of Family & Protective Services. The following information will be used to check for any criminal history that is a violation of minimum standards and the Department's central registry of abuse and neglect.

PLEASE PRINT (\* denotes required field)

\*First Name \_\_\_\_\_ \*Height: \_\_\_\_\_ \*Hair Color: \_\_\_\_\_  
 Middle \_\_\_\_\_ \*Weight: \_\_\_\_\_ \*Eye Color: \_\_\_\_\_  
 \*Last \_\_\_\_\_ \*SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 \*ID TYPE (circle one): Driver's License or State-Issued ID  
 \*ID#: \_\_\_\_\_ \*ID State: \_\_\_\_\_  
 \*Date of Birth: \_\_\_\_\_ (mm/dd/yyyy) \*Gender (circle one): Female Male  
 \*Address \_\_\_\_\_  
 \*City: \_\_\_\_\_  
 \*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_ - \_\_\_\_\_  
 \*County (circle one): Travis, Williamson, or \_\_\_\_\_ \*Place of birth (state or country): \_\_\_\_\_  
 \*Citizenship \_\_\_\_\_  
 \*Mobile Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 \*Email address: \_\_\_\_\_

Other Cities of Residence in Texas: \_\_\_\_\_

Out-of-State Resident in the Last 5 Years? (circle one): Yes No If yes, then provide address(es) outside of Texas, include county: \_\_\_\_\_

Ethnicity (circle one): Hispanic Not Hispanic Unable to Determine  
 Race (circle one): American Indian/Alaskan Native Asian Black Native Hawaiian/Pacific Islander  
 White Unable to Determine

Alternate Names: (Enter all Aliases, including maiden name)

First Name	Middle Name	Maiden or Last Name	Suffix
_____	_____	_____	_____
_____	_____	_____	_____

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

**Office Use Only**

I	II	III	IV	V	VI	VII	VIII	IX	X	XI
XII	XIV	XV	XVI	XVII	XVIII	XIX	XX	XXI	Alternates	A/CS

Start Date: \_\_\_\_\_ Wage \$ \_\_\_\_\_ Childcare / Period \$ \_\_\_\_\_ Bi-Annual Fee \$ \_\_\_\_\_

Type of Check: Init. 24-Mo. Work Schedule: \_\_\_\_\_ to \_\_\_\_\_ = Age Group: \_\_\_\_\_ Payroll ID#: \_\_\_\_\_

## APPLICANT INFORMATION

Name:	Home Phone:	Cell:
Address:	City:	ST, ZIP:
Driver's Lic:	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

#### State of Texas Licensing requirements:

- \_\_\_\_\_ Is a High School Graduate or has G.E.D. and must provide a copy of transcripts before hired
- \_\_\_\_\_ 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 State fingerprint check as scheduled by the Centralized Background Check Unit at the applicant's expense
- \_\_\_\_\_ Has current First Aid/CPR Certification or will commit to certification: **Has current Y/N. Expiration Date** \_\_\_\_\_
- \_\_\_\_\_ 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 and has valid social security card
- \_\_\_\_\_ 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/part time employees agree to complete Stepping Stone trainings upon hire.
- \_\_\_\_\_ 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 a 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.

I  HAVE  HAVE NOT pled guilty, no contest or been convicted of any criminal offense or driving related citation.

I  HAVE  HAVE NOT been the subject of an indictment, arrest or official criminal complaint.

Explain (including dismissals or dropped charges): \_\_\_\_\_

## 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 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.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

*\*You are not considered officially hired until you have completed Stepping Stone School's New Hire Orientation.*

## OFFICE USE ONLY

Items Collected:	Photo ID:	SS:	Diploma:	CPR/1st:
Center/Position Discussed:	Date:	Time:		
Office Notes:				

## GENERAL INFORMATION

Are you available: <input type="checkbox"/> full-time? <input type="checkbox"/> part-time?	Are you seeking: <input type="checkbox"/> temporary work? <input type="checkbox"/> permanent work?
If part time, what days and times?	
Date available (if notice required, please indicate):	How did you hear about our company?
Have you visited the Stepping Stone School website? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you previously worked for Stepping Stone School? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to commit to working for Stepping Stone School for one year or more? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## EDUCATIONAL EXPERIENCE (Must provide copy of all certifications.)

High School:	Graduation Year:	
Name of College:	Status: <input type="checkbox"/> Complete <input type="checkbox"/> Hours Left:	Graduation Year:
Major/minor:		
College Coursework Completed ( <i>College Credits Completed</i> ):		
Courses/Relevant Training ( <i>CPR, First Aid, Swim Instruction, Child Development, etc.</i> ):		
Other skills ( <i>office, clerical, sports, achievements and training in other fields</i> ): _____		

## PROFESSIONAL References/Experience

List all current and previous employers, beginning with the most recent. **MUST include supervisor's name and phone number.**

Begin/End Dates	Company Name & Address	Supervisor's Name	Ok to contact?	Supervisor's Telephone & Email	Your Title and Duties	Reason for Leaving
Begin:			<input type="checkbox"/> Yes			
End:			<input type="checkbox"/> No			
Begin:			<input type="checkbox"/> Yes			
End:			<input type="checkbox"/> No			
Begin:			<input type="checkbox"/> Yes			
End:			<input type="checkbox"/> No			
Begin:			<input type="checkbox"/> Yes			
End:			<input type="checkbox"/> No			

*At least two professional references required:*


## 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.**

<b>SA 1-4</b>	<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
<b>SR 1-5</b>	<b>NEVER</b>			<b>SOMETIMES</b>				<b>ALWAYS</b>		
Will you adhere to a flexible schedule?	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
<b>M 1-5</b>	<b>NEVER</b>			<b>SOMETIMES</b>				<b>ALWAYS</b>		
Are you motivated by Stepping Stone School's philosophy?	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 organization?	1	2	3	4	5	6	7	8	9	10
<b>E 1-3</b>	<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 children's needs?	1	2	3	4	5	6	7	8	9	10
<b>SS 1-6</b>	<b>NEVER</b>			<b>SOMETIMES</b>				<b>ALWAYS</b>		
Do you 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

## REASONS FOR SEEKING EMPLOYMENT

*My reasons for seeking employment with Stepping Stone School...*

Rank in order from 1 to 9, with 1 being your strongest reason. **Please use every number only once.**

Professional Development	
Reputation ( <i>elaborate below</i> )	
Proximity to home	

Childcare Benefit	
Compensation	
Medical Benefit	

Educational Benefit	
To be a Teacher/Caregiver	
Administration	

*Example:*

Professional Development	<b>5</b>
Reputation ( <i>elaborate below</i> )	<b>4</b>
Proximity to home	<b>2</b>

Childcare Benefit	<b>3</b>
Compensation	<b>6</b>
Medical Benefit	<b>9</b>

Educational Benefit	<b>1</b>
To be a Teacher/Caregiver	<b>8</b>
Administration	<b>7</b>

What ages are you comfortable teaching? (Circle all that apply):

**0-18 Months    18-36 Months    3-5 Years    K-5th Afterschool Care    Cook    Lifeguard**

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. What had the greatest impact on you when reviewing the Stepping Stone School web site? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
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 asked to help in a toddler classroom, what would be your expectations of the job responsibilities?  
\_\_\_\_\_  
\_\_\_\_\_
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 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 the importance of establishing positive relationships with families. How will you effectively achieve this?  
\_\_\_\_\_  
\_\_\_\_\_
8. Why do you want to teach children? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. How will you support new enrollments and retain 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