

NAEYC Accredited Since 2004



Tanaina Child Development Center
3211 Providence Dr., Anchorage, AK 99508
907-786-1340 office/ 907-786-7788 fax
www.tanainachildren.org
email: office@tanainachildren.org



Serving Children & Families since 1979

Application for Employment

Instructions:

Complete only one application. If you are applying for more than one job, please list them on the application in order of preference.

Incomplete applications will not be accepted. Do not write "See Resume" on the application. If you have a resume you may attach it to the completed application.

Remove the references pages from the back of the application, fill in the top portion, and distribute them to the individuals who will be providing references for you. Please submit the references with your application. This will expedite the application process.

Only applications meeting the minimum qualifications will be considered for the vacant position.

The Director will notify the applicants who are selected for an interview. If you are not selected for an interview, your application will be kept on file in the Tanaina office for six months.

Submit your completed, signed application to:
The Tanaina Child Development Center
3211 Providence Dr.
Anchorage, AK 99508

Or fax it to (907) 786-7788



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EMPLOYMENT APPLICATION

Position(s) Desired:	Desired Salary:
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PERSONAL INFORMATION

Last Name:	First Name:	Middle Initial:			
Mailing Address: Street or PO Box:			City:	State:	Zip Code:
Telephone Numbers: Home:		Work:	Cell or Pager:		
Email Address:				Social Security Number:	

How did you learn about this position with our agency?

Newspaper Job Services Tanaina Employee

(Name): _____

Internet University Other: _____

1. Are you a U.S. Citizen? Yes No
 If hired, can you show proof of authorization to work in the U.S.? Yes No
 Visa Type: _____ Number: _____ Expiration Date: _____
2. Are you at least 18 years of age? (Work permit may be required if under 18) Yes No
3. Have you ever filed an application with us before? Yes No
 If yes, when? _____
4. Are you currently employed? Yes No
5. May we contact your current employer? Yes No
6. On what date would you be available for work?

7. Are you available for: Full Time Part Time On-Call Temporary
 Days/Hours available: _____
8. Have you ever been convicted of a misdemeanor or felony?
 (Conviction will not necessarily disqualify an applicant from employment.) Yes No
 If Yes, explanation required: _____

9. Have you been involved in a case of neglect, abuse, maltreatment, domestic violence, child abuse, or child neglect? Yes No
 If Yes, explanation required: _____

10. All hires require the employee to submit to fingerprinting and FBI background check. _____ Please initial



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11. If you are offered a position with Tanaina you will be asked to submit a current physical examination signed by a medical doctor. Scheduling for and payment of the physical will be the employee's responsibility.
12. If you are offered a position with Tanaina you will be asked to submit an Interest Person's Report. The report may be obtained at the Alaska State Troopers office, 5700 E. Tudor Road (269-5767), Monday-Friday, 8:30am to 4:00pm, Need: Two pieces of ID (one must be a picture ID). The cost will be \$20. You will be required to pay the fee. Tanaina will reimburse the cost of the report to you. THE REPORT MUST BE SUBMITTED BEFORE A NEW HIRE IS ALLOWED TO WORK WITH CHILDREN.
13. Before a new hire can begin to work in the center, the employee will be required to submit a negative TB test not older than 12 months.
14. Many of the positions a Tanaina will require you to lift children weighing 30 to 50lbs up 12 times per hour. Do you have any physical concerns that would limit your ability to successfully complete this responsibility?
15. Are you currently CPR Certified?
First Aid Certified?
All new employees will be required to submit proof of current CPR and First Aid Certification. If an employee is not currently certified, it will be the employee's responsibility to obtain the necessary certification within 120 days of date of hire.
16. Many positions at Tanaina will require you to change diapers and clean up bodily fluids. Are you willing to accept this responsibility?
17. Are you fluent in an additional language?
If Yes, please list: _____
Are you willing to share this language with the children at Tanaina?

Please initial

Please initial

Please initial

Yes No

Yes No
Yes No

Please initial

Yes No

Yes No

Yes No

EDUCATION HISTORY

18. Do you have a high school diploma or GED certificate? Yes No
19. Do you a CDA, teaching credentials, or degree in Early Childhood Education? Yes No
20. College, University, Graduate School

Name and Location of School	Area of Specialization	Degree

21. Other Education/Training

Name and Location of School	Courses Taken	Degree

22. List any significant skills, certificates, licenses, honors, professional affiliations which may be applicable to the position for which you are applying:



EMPLOYMENT HISTORY (Starting with most recent employment. Attach additional sheets if desire. THIS INFORMATION MUST BE COMPLETED EVEN IF A RESUME IS ATTACHED.) If you show no work history for the past two years, explain where you were and what you were doing for those two years.

1.

Employer:	Mailing Address:	
Dates Employed: From: _____ to: _____	City/State:	
Work Performed:	Job Title:	Last Salary:
Reason for Leaving:		

2.

Employer:	Mailing Address:	
Dates Employed: From: _____ to: _____	City/State:	
Work Performed:	Job Title:	Last Salary:
Reason for Leaving:		

3.

Employer:	Mailing Address:	
Dates Employed: From: _____ to: _____	City/State:	
Work Performed:	Job Title:	Last Salary:
Reason for Leaving:		

REFERENCES (see the following three pages)
 The Tanaina Child Development Center requires that a person have **two employment references** and **one personal reference** on file. Please **sign and complete** as much information as possible of the **top portion of the attached three reference forms**, which will expedite the hiring process if you are offered a position with the Tanaina Child Development Center.

PERSONAL STATEMENT

“The facts set forth and recorded on this application for employment are true and complete. I understand that if the Tanaina Child Development Center employs me, false statements on this application shall be considered just and sufficient cause for dismissal. I hereby authorize you to investigate my qualifications for employment through any or all work-related and personal references that I have provided on this application for employment.”

“I understand that in order to satisfy licensing requirements and as a requirement for my employment at the Tanaina Child Development Center, I must undergo fingerprinting and a background check. I hereby authorized the Tanaina Child Development Center and/or its authorized representatives at any time during my application for employment, or during the course of my employment, the authority to conduct inquiry into my criminal background and/or credit history. I hold harmless the Tanaina Child Development Center and its representatives from any and all liability resulting from the background inquiry”

Applicant’s Signature: _____ Date: _____



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REFERENCE FORM

Type: Employment Professional Personal

TO BE COMPLETED BY THE APPLICANT:
 Applicant Name: _____ Social Security Number: _____
 I authorize the person/company named below to furnish the Tanaina Child Development Center with pertinent information they may have regarding my employment, including my reason(s) for leaving. I am signing this waiver voluntarily, and to request that the person/company named below respond to this reference inquiry with full and complete information.

 Applicant Signature _____ Date _____

Reference Name: _____ Title: _____
 Company Name: _____

 Mailing Address _____ City _____ State _____ Zip Code _____

Daytime Telephone Number: _____ Fax Number: _____

TO BE COMPLETED BY THE REFERENCE:

Employment Reference:

Employed from
 (month/year) _____/_____/_____ to _____/_____/_____ Eligible for Rehire? Yes No

Professional/Personal Reference:

I have known the applicant for: _____ years, _____ months.

Please rate the applicant in the categories below by circling the letter that you feel best describes them in each area.

	E= Excellent	G= Good	F= Fair	P= Poor
Attendance & Punctuality	E	G	F	P
Quality of Work	E	G	F	P
Initiative and Perseverance	E	G	F	P
Motivation, Drive & Ambition	E	G	F	P
Decision Making Skills	E	G	F	P
Written Communication Skills	E	G	F	P
Ability to Meet Deadlines	E	G	F	P
Ability to Handle Crisis	E	G	F	P
Ability to Accept Responsibility	E	G	F	P
Emotional Stability and Maturity	E	G	F	P
Ability to Accept Supervision	E	G	F	P
Willingness to Admit Mistakes	E	G	F	P
Ability to Accept Change	E	G	F	P
Ability to Get Along with Others	E	G	F	P

Child Care Regulation AMC 16.55.440 requires that references attest to the applicant's ability to work successfully with children.
 Can you do that? Yes No. Please explain: _____

Does the applicant show warmth, love and acceptance to children? Yes No

Does the applicant give firm but fair discipline to children? Yes No

To your knowledge, has this person ever abused or neglected a child or committed a crime of violence or moral turpitude?

Yes No If yes, please explain: _____

Please list some qualities and skills you believe will enable to applicant to work well with children. _____

What areas do you believe this person should consider improving? _____

Additional Comments: _____

 Reference Signature & Title

 Date

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E= Excellent

G= Good

F= Fair

P= Poor

Attendance & Punctuality	E	G	F	P	Ability to Handle Crisis	E	G	F	P
Quality of Work	E	G	F	P	Ability to Accept Responsibility	E	G	F	P
Initiative and Perseverance	E	G	F	P	Emotional Stability and Maturity	E	G	F	P
Motivation, Drive & Ambition	E	G	F	P	Ability to Accept Supervision	E	G	F	P
Decision Making Skills	E	G	F	P	Willingness to Admit Mistakes	E	G	F	P
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Ability to Meet Deadlines	E	G	F	P	Ability to Get Along with Others	E	G	F	P

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