



1750nUnionAvenue  
 Memphis, TN 38104  
 Office: (901) 746-9341  
 Email: [Eecadmin@cafeidlewild.org](mailto:Eecadmin@cafeidlewild.org)

\*It is our policy to provide equal employment opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin, disability, or marital status. EOE.

\*\*Please fill out the entire application. Additional information may be attached (i.e., resume, or references)

Date: \_\_\_\_\_ Position for which you are applying: \_\_\_\_\_

Date you can begin work: \_\_\_\_\_ Expected Pay: \_\_\_\_\_ SSN: \_\_\_\_\_

Name: \_\_\_\_\_  
 First Last Middle Initial

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

Phone Numbers: \_\_\_\_\_ Cell D.O.B. \_\_\_\_\_

Email Address: \_\_\_\_\_

1. Are you 18 years of age or older?	Y	N
2. Are you legally eligible for employment in the U.S.?	Y	N
3. Have you ever been convicted of a felony or crimes against children?	Y	N
4. Will you work overtime if requested?	Y	N
5. Do you have reliable transportation?	Y	N
6. Are you able to perform the essential functions of the job you've applied for? Essential functions are listed on The attached page. If no, please describe.	Y	N
7. Do you agree to abide by the Conduct policies listed on the attached page?	Y	N

Please list the hours you would usually be available to work with us:

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Th. \_\_\_\_\_ Fri. \_\_\_\_\_

**Education:**

School	Address	Total Years	Degree or Certificate
Secondary			

College			
Graduate Area of Specialization			
Business or Trade			
Other			

**FOR OFFICE USE ONLY:**

Reference Check Complete: _____ Orientation: _____ Fingerprinting: _____ Tax Forms: _____
---

**Education Continued:**

Additional Qualifications (Please check all that apply)	Experience with special needs children: _____
CPR Certified: Expiration date _____	Bilingual (please list languages): _____
First Aid Certified: Expiration date _____	
Experience with the following age groups:	Infants      Toddlers      Preschool      School Age
List licenses or certificates of competence held: _____	
Names of professional associations of which you are a member: _____	

**Job History: (please list most recent jobs first)**

Company Name:	Phone:
Address	Dates of Employ:
Supervisor	Hourly Pay Rate:
Job Title(s)	Reason for Leaving:
Description of Work:	

Company Name:	Phone:
Address	Dates of Employ:
Supervisor	Hourly Pay Rate:
Job Title(s)	Reason for Leaving:
Description of Work:	

Company Name:	Phone:
Address	Dates of Employ:
Supervisor	Hourly Pay Rate:

Job Title(s)	Reason for Leaving:
Description of Work:	

Have you omitted any jobs you have ever had from the list above? If yes, explain: \_\_\_\_\_

**Applicant's Statement:**

The information given in this application is true, correct, and complete. If employed, any false or misleading information or omission of facts may result in discharge. I authorize investigation of all information I have given and of my credit, personal history, and employment history, as may be necessary for making an employment decision. I understand that any employment I accept does not create a contractual obligation upon the employer to continue my employment in the future. I understand that I am required to abide by all the rules and policies of the employer.

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

## Job Description, Essential Functions, and Conduct Policies

**EQUAL OPPORTUNITY STATEMENT**

EEC is an equal-opportunity employer. The information requested of you is requested to help us make the best possible placement of employees within the company. All portions of the attached application pertaining to you must be completed. EEC, in accordance with state and federal law, does not discriminate based on age, race, color, religion, sex, national origin, disability, marital status, or medical condition including pregnancy, veteran status, sexual orientation, or any other characteristic protected by law.

**JOB DESCRIPTION**

You will be responsible for greeting parents, supervising children, leading arts and crafts projects, group games, circle time, active play, and making sure that everyone is happy, safe, and secure. Your responsibilities include following all EEC policies and procedures while working with us. The list below is by no means an exhaustive list of your responsibilities, but should give you a good idea:

- Smile, approach, and assist parents
- Immediately help the supervisor organize children whenever needed
- Initiate group activities and games with the children
- Periodically clean up the childcare room
- Wipe or wash children's hands and faces throughout the day
- Lead group games, craft projects, active play, story time, circle time, etc.
- Immediately log injuries, infant information, behavior, etc. on forms provided
- Tell your supervisor if you notice any inconsistencies with the program or a team member
- Tell your supervisor if you have ideas for improvements
- Must complete the required 18 hours of continuing education each year
- Must have a CDA certificate, or higher education, or be working towards it

**ESSENTIAL FUNCTIONS (JOB REQUIREMENTS)**

You must be able to perform the following functions to be considered for employment as a ECE employee. Please read this section carefully and indicate on your application if you are unable to perform any of the following functions:

- Must be able to lift 30 pounds
- Must be able to actively play with children on their level (i.e. if they are on the floor you must have the ability and energy to sit on the floor with them).
- Must have the ability to bend over, stand, and move quickly as necessary
- Must speak fluent English; a second language is desirable

## **CONDUCT POLICIES**

EEC employees are expected to meet the following conduct policies. Any violation of these policies may result in immediate termination:

- Employees are NEVER to use corporal punishment (spanking, grabbing, slapping, or other physical behavior) or speak harshly to a child
- Employees are NEVER to be under the influence of alcohol or controlled substances during their shifts.
- Employees are NEVER to smoke on school premises
- Employees are NEVER to leave a child unattended for any reason, or any period.
- Employees are ALWAYS to arrive on time and ready to work their scheduled shifts
- Employees are ALWAYS to sign in and sign out for their shifts
- Employees are ALWAYS to follow dress code as stated in the employee handbook