

# CULTURED KIDS IMMERSION SCHOOLS LLC

## Employment Application

**GENERAL INFORMATION**

Today's Date: \_\_\_\_\_

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

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

Home Phone #: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No Email: \_\_\_\_\_

Have you ever worked under another name?  Yes  No If so, what name? \_\_\_\_\_

Have you ever been convicted of any violations of the law, or are you subject to a pending charge? \*  Yes  No

If yes, please describe: \_\_\_\_\_

\*In accordance with the law, pending charges or convictions will not be used or considered for employment practices unless they are substantially related to circumstances of the particular position.

Position Applied For: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Have you applied for a job with us before?  Yes  No If so, when? \_\_\_\_\_

Employment Desired:  Full-time  Part-time  Full- or Part-time

Have you been employed by us in the past?  Yes  No If so, when & in what capacity? \_\_\_\_\_

How were you referred to us?  Advertisement  Job Service  Employment Agency  Friend/Relative  
 Internet  Other (explain): \_\_\_\_\_

How many hours can you work per week? \_\_\_\_\_ Days/Hours Available to Work

Can you work nights?  Yes  No

Mon. _____	Fri. _____
Tue. _____	Sat. <u>All day</u>
Wed. _____	Sun. <u>All day</u>
Thur. _____	No Preference

Date available to start: \_\_\_\_\_

**EDUCATION** *List most recent first*

<u>Name and Location of School</u>	<u>Grade Average</u>	<u>Did you Graduate?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Degree Received</u>
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional training, skills, experience, special achievements, certificates, etc. relevant to position: \_\_\_\_\_

**WORK EXPERIENCE** *List present and former employers, beginning with the most recent*

From	To	Employer	Phone
Job Title		Address	
Immediate Supervisor & Title		Duties Performed	
Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			Rate of Pay
From	To	Employer	Phone
Job Title		Address	
Immediate Supervisor & Title		Duties Performed	
Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			Rate of Pay
From	To	Employer	Phone
Job Title		Address	
Immediate Supervisor & Title		Duties Performed	
Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			Rate of Pay
From	To	Employer	Phone
Job Title		Address	
Immediate Supervisor & Title		Duties Performed	
Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			Rate of Pay

**REFERENCES** Please list three business references

<u>Name</u>	<u>City and State</u>	<u>Phone Number</u>	<u>Relationship to You</u>

EMPLOYER NAME is an equal opportunity employer and fully subscribes to the principles of equal employment opportunity. It is the policy of this company to provide employment compensation and other benefits related to employment based upon qualifications, without regard to race, color, religion, national origin, age, gender, veteran status, disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, this company intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

Pages 4 & 5 of this application contain the legal requirements for Child Care Teachers and Assistant Teachers as described in the most recent Wisconsin Administrative Code. It describes the various acceptable combinations of education and experience that the State of Wisconsin requires of these teaching positions. It also describes the health requirements for the positions. Please read these pages in their entirety.

Please indicate your answer as to whether you **currently** meet at least one of the combinations of education and experience for the position you are applying for by placing an “X” next to your response. Do not take into consideration any health requirements at this time.

YES	NO
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**All applicants should carefully read the following statements before signing below.**

I hereby certify that the answers given by me to the above questions and statements are true and correct and hereby authorize CULTURED KIDS IMMERSION SCHOOLS LLC and/or its subsidiaries to contact and investigate my former and current employers, educational institutions, and all other pertinent parties, and the right to fully investigate my background, which may include a criminal background investigation and a verification of my driving record. It is understood and agreed that any misrepresentation, false statement or omission by me in this application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to CULTURED KIDS IMMERSION SCHOOLS LLC or its subsidiaries.

I further understand that no representative of CULTURED KIDS IMMERSION SCHOOLS LLC or its subsidiaries has the authority to enter into any agreement for employment for any specified period of time and that CULTURED KIDS IMMERSION SCHOOLS LLC is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by CULTURED KIDS IMMERSION SCHOOLS LLC or its subsidiaries.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Wisconsin Administrative Code Excerpts

## **Child Care Teacher and Assistant Teacher Education and Experience Requirements Health Requirements**

### **(f) *Child Care Teacher.***

1. A child care teacher shall plan, implement and supervise the daily activities for a group of children.
2. A person who is a child care teacher shall be at least 18 years of age and have completed high school or its equivalent as determined by the Wisconsin department of public instruction.
3. **A person who is a child care teacher shall document at least 80 full days or 120 half days of experience as an assistant child care teacher in a licensed child care center or other approved early childhood setting.**
4. Prior to assuming the position, a person hired to be a child care teacher shall be qualified by having completed one of the following:
  - a. Two non-credit department-approved courses in early childhood education.
  - b. Two courses for credit in early childhood education or its equivalent from an institution of higher education.

**Note:** *Introduction to the Child Care Profession* and *Skills and Strategies for the Child Care Teacher* are the names of the non-credit courses approved by the Department to meet the entry level training requirements for a child care teacher.

- c. Certificate from The Registry indicating that the person is qualified as a child care teacher.
- d. Forty-eight credits from an institution of higher education with at least 3 credits in early childhood education or its equivalent.
- e. A one-year child care diploma from an institution of higher education.
- f. An associate degree in early childhood education or child care from an institution of higher education.
- g. Child development associate credential issued by the council for early childhood professional recognition.
- h. Certificate from American Montessori Society, Association Montessori International, or Montessori Accreditation Council for Teacher Education.
- i. A bachelor degree in education from an institution of higher education or a license from the Wisconsin department of public instruction to act as a teacher.

**Note:** Information on how to obtain or renew a Wisconsin department of public instruction teacher license is available on the DPI website, <http://dpi.wi.gov/tepd/index.html>.

- j. Certificate from the bureau of apprenticeship standards as a child development specialist.

### **(g) *Assistant Child Care Teacher.***

1. An assistant child care teacher shall work under the supervision of a child care teacher with a group of children.
2. A person hired to be assistant child care teacher shall be qualified in one of the following ways:
  - a. The person shall be at least 18 years old and have satisfactorily completed one non-credit department-approved course in early childhood education or completes that training within 6 months after assuming the position.

**Note:** *Introduction to the Child Care Profession* is the name of the non-credit course approved by the Department to meet the entry level training requirements for a child care assistant teacher. Information on agencies offering the department-approved course is available on the department's website at <http://dcf.wisconsin.gov>.

- b. The person shall be at least 18 years old and have satisfactorily completed one course for credit in early childhood education or its equivalent at an institution of higher education, or is enrolled in that course within 6 months after assuming the position.
- c. The person shall have satisfactorily completed an assistant child care teacher training program approved by the Wisconsin department of public instruction.

### **(L) *Health Examination.***

1. Except as provided under subd. 2., persons who work directly with children, except volunteers, shall have a health examination within 12 months before beginning work at a specific child care center or within 30 days after beginning work at the center. The results of the examination shall be stated on a form provided by the department. The report shall be dated and signed by a licensed physician, physician assistant or HealthCheck provider. The report shall indicate all of the following:

- a. That the person is free from illness detrimental to children, including tuberculosis.
- b. That the person is physically able to work with young children.

**Note:** The department's form, Staff Health Report — Child Care Provider, is used for recording physical examination information. Information on how to obtain the department's form is available on the department's website, <http://dcf.wisconsin.gov>, or from any regional licensing office in Appendix A.

2. The health examination requirement under subd. 1. does not apply to a person who requests an exemption from the department in writing. The exemption is granted based on adherence to religious belief in exclusive use of prayer or spiritual means for healing in accordance with a bona fide religious sect or denomination.

3. No licensee, employee, volunteer, visitor or parent with symptoms of serious illness or a communicable disease transmitted through normal contact reportable under ch. DHS 145 which presents a safety or health risk to children may be in contact with the children in care.

4 .a. No licensee, employee, volunteer, visitor or parent whose behavior gives reasonable concern for the safety of children may be in contact with the children in care.

b. The department may require a licensee, employee or other person in contact with the children whose behavior gives reasonable concern for the safety of children to submit to an examination by a licensed mental health professional as a condition of licensure or employment.

**Note:** See also DCF 251.11(1)(f) which requires a written statement from a physician or licensed mental health professional when there is reason to believe that the physical or mental health of a person may endanger children in care.

5. No person with a health history of typhoid, paratyphoid, dysentery or other diarrheal disease may work in a center until it is determined by appropriate tests that the person is not a carrier of the disease.