



Purchase Community, Inc. • 3095 Purchase Street • Purchase NY 10577 • T. 914.949.2636 • F. 914.949.0955 • www.purchasehouse.com

Name _____ Date _____
(Last) (First)

Address _____
(Street) (City) (State) (Zip)

Home Phone () Cell Phone () Birthdate _____

Social Security # - - Present Occupation Sex Male Female

Email Address _____

EDUCATION	Name of School	Current Year or Last Year Completed	Did You Graduate?	Year Graduated
				Degree Received Or Current Major
High School		1 2 3 4	Yes No	-----
College		1 2 3 4	Yes No	-----
Post College		1 2 3 4	Yes No	-----
Trade School		1 2 3 4	Yes No	-----

EXPERIENCE

List PAID EXPERIENCE in order of most recent position.

	ORGANIZATION	TYPE OF WORK	DATES	EMPLOYER	PHONE NUMBER
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

List any VOLUNTEER EXPERIENCE you have had.

1.	_____
2.	_____
3.	_____

What related experience with children have you had? Teaching, recreation, babysitting, etc. (include ages and gender)

Employment Application

CERTIFICATIONS - Please indicate any current certifications you have by filling in the expiration date below.

CHILD CARE CERTIFICATIONS

AMERICAN RED CROSS/YMCA CERTIFICATIONS

Teacher Certification _____	Responding to Emergencies (RTE) _____	Lifeguard Training _____
CDA Certification _____	Community CPR _____	Lifeguard Training Instructor _____
Associates Degree _____	CPR for the Professional Rescuer _____	Water Safety Instructor (WSI) _____
Other (specify) _____	Other (specify) _____	Standard First Aid _____

CHARACTER AND REFERENCES

List 3 people who know of your work such as teachers, employers, etc. No family members please.

NAME

ADDRESS

PHONE NUMBER

1. _____
2. _____
3. _____

Have you ever been charged, either criminally or civilly, with sexual abuse, sexual harassment or discrimination? Yes No

Have you ever been convicted of a felony? Yes No

If you answered Yes to either of the last two questions, please explain. _____

ACTIVITIES - Check once the activities below that you like to do. Check twice those activities that you could teach or help teach.

- | | | | |
|--|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Science | <input type="checkbox"/> Music | <input type="checkbox"/> Nature |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Sports | <input type="checkbox"/> Singing | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Photography | <input type="checkbox"/> Improv/Theatre | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Other _____ | | | |

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatements or omissions of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

Print Name _____

Signature _____ Date _____



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Background Investigation Consent

I, _____, hereby authorize the Purchase Community Inc. and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable during the tenure of my employment with the company.

I release the Purchase Community Inc. and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete name and all information is true and correct to the best of my knowledge.

Legal First Name <i>(PRINT PLEASE)</i>	Middle Name	Last Name
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House/Apt #	Permanent Home Address	City	County (i.e. Westchester, Dutchess)
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State	Zip	Social Security #	()	Phone #	()	Cell Phone #
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_____/_____/_____

* Date of Birth: _____ Driver's License # _____ and State Issued _____ Email Address _____

*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. The Purchase Community Inc. is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age, Handicap or National Origin.

I understand that my failure to complete this form will cause me to forfeit the opportunity to interview for a position at the Purchase Community Inc.

Signature _____ Date ____/____/____

Signature of Parent/Guardian if under the age of 18 _____ Date ____/____/____

PURCHASE CHILDREN'S CENTER, INC.
Job Description
TWO YEAR OLD CLASSROOM ASSISTANT TEACHER

Minimum Qualifications: A high school diploma and 3 years of related experience.

Job Description: The Assistant Teacher is responsible to the Head Teacher and serves as an aide to the Head Teacher in the functioning of the classroom and the achievement of curriculum objectives.

- Responsibilities:
1. Responsible for aiding in the control, safety and participation of all children in the group.
 2. Assists Head Teacher in the organization, planning and implementation of curriculum.
 3. Assumes role of group leader in the absence of Head Teacher.
 4. Establishes and evaluates goals with team members.
 5. Follows guidelines established in Purchase Children's Center philosophy and mission statement to maintain a professional atmosphere and quality programming at all times.
 6. Understands and utilizes common sense and good public relations techniques in dealing with staff, parents and children.
 7. Serves as an advocate for children and families
 8. Serves as an advocate for quality childcare.
 9. Is comfortable in holding and carrying children and has the ability to lift 40 pounds.
 10. Approaches diapering, toileting and training in a positive manner.
 11. Participates in specials.
 12. Assists in the maintenance of all equipment and facilities used by the Purchase Children's Center.
 13. Maintains flexibility and a willingness to accept additional assignments as required.
 14. Attends monthly staff meetings, monthly Assistant Teacher meetings and completes 15 hours of training to fulfill OCFS requirements.

Work Schedule: Minimum of 3 hours per day unless otherwise specified. Schedule to be determined as program warrants.