



Employment Minimum Qualifications

We accept employment applications year-round. There is always a need for experienced early childhood development teachers as our program continues to grow. All applications will be reviewed, checked for accuracy, background checks will be conducted and any information submitted by you will be verified if you have submitted the following documents:

- (1) a legible copy of a valid state-issued ID or Driver's License
- (2) a legible copy of your social security card
- (3) CPR/First Aid Certification (not required for hire, but must be obtained before you can work in a classroom with children)
- (4) A resume complete with education and experience
- (5) A degree in Early Childhood or Elementary Education and the required experience hours

Once all completed applications have been reviewed and if your qualifications meet the current needs of our childcare program, you will be contacted to come in for an interview with the program Director. You may also be required to do an in-classroom work session to see if you are able to handle the class and see which age group fits your experience level.

Please be prepared to spend up to 1-hour to complete the interview process. If you are selected for an interview, please be on time on time and do not bring any other children with you. The interview is for you and you alone. First impression is everything to a successful interview. Interviews cannot be rescheduled. If you cannot make your interview day and time, it will be given to the next qualified applicant in line for hire consideration. We are seeking an individual that is ready to work and can follow directions.

Daily attendance fluctuates and varies day to day. Please be aware that you are not guaranteed any specific or determined number of hours per day, per week or classroom assignment. Your work schedule will be based upon daily current needs of the childcare program.

EMPLOYMENT APPLICATION

The Bridges Inc.
14950 Dodd Boulevard
Rosemount, MN

The Bridges Inc. is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

(PLEASE PRINT IN INK)

Position(s) Applied For _____ Date of Application _____

Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Alternate Number _____ Social Security Number (If available) _____

How Did You Hear About Us?

☐ Newspaper Ad ☐ Employment Agency ☐ Current Employee _____ ☐ Other _____

Are you legally eligible to work in the United States? YES ☐ NO ☐

(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18 years? YES ☐ NO ☐

(If no, you may be required to provide authorization)

Can you with or without reasonable accommodation perform the essential functions of

this job? *(If you* YES ☐ NO ☐

have any questions about the functions of the job, please ask the interviewer before answering this question.)

Have you ever applied to The Bridges Inc before? *(If yes,*

please give date.) _____ YES ☐ NO ☐

Have you ever worked for The Bridges Inc. before? *(If yes, please give date.)* _____ YES ☐ NO ☐

Have you ever been convicted of a felony? *(A conviction will not necessarily disqualify you.)* YES ☐ NO ☐

If yes, please explain: _____

Do you have a valid driver's license? *(For driving positions only.)* YES ☐ NO ☐

Have you been convicted of any moving violations in the past five years? YES ☐ NO ☐

If yes, please explain: _____

Is anyone related to you employed by The Bridges Inc? YES ☐ NO ☐

If yes, please give their name and relationship to you. _____

What salary or rate of pay do you expect to receive if employed? _____ per _____

Have you ever been fired or asked to resign from a job? YES ☐ NO ☐

If yes, please explain. _____

On what date would you be available to work? _____

Days and Hours Available: (If employed, I will notify my supervisor in writing, should my availability change.)

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

EDUCATION

	Name and Location of School	Course of Study or Major	# of Years Completed	Diploma/ Degree
Elementary				
High School				
College				
Graduate				
Vocational				

Please list any academic honors, scholarships, offices held, etc. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

Describe any specialized training, apprenticeships, licenses or skills.

Have you received any job-related training in the United States Military? YES ☐ NO ☐
Please give dates and explanation:

EMPLOYMENT HISTORY (Begin with current or most recent employer.)

Company Name	Employment Dates From To	Salary Start End	Name and Title of Supervisor
Address		\$ \$	
Phone	Describe your duties:		
Reason for leaving and explanation			

Company Name	Employment Dates From To	Salary Start End	Name and Title of Supervisor
Address		\$ \$	
	Describe your duties:		
Phone			
Reason for leaving and explanation			

Company Name	Employment Dates From To	Salary Start End	Name and Title of Supervisor
Address		\$ \$	
<u>Phone</u>			
Reason for leaving and explanation			

Please provide any other information that you feel will help us in considering your application for employment.

REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

Name	Address	Phone Number	Relationship/Occupation	Years Known

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. What are your career goals and objectives?
2. Why do you think this day school should hire you?
3. Define PROFESSIONAL CONDUCT. How does it apply to a preschool program?
4. Define CUSTOMER SERVICE and how it relates to a preschool program.
5. What do typical 2 year old classrooms look like?
6. Describe your position on guidance as it relates to two 3 year old children arguing over a toy?
7. What would your best friend say your strengths and your weaknesses are?
8. What was your attendance record at your previous jobs?

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by The Bridges Inc. that such employment with The Bridges Inc. is at will, for no specified duration and may be terminated by either The Bridges Inc. or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of The Bridges Inc. or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of The Bridges except the Director has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Director of The Bridges Inc.

In consideration for employment with The Bridges Inc, if employed, I agree to conform to the rules, regulations, policies and procedures of The Bridges at all times and understand that such obedience is a condition of employment. I understand that due to the nature of The Bridges Inc. business, attendance and punctuality are considered essential requirements of every job at The Bridges Inc. and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with The Bridges Inc, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to The Bridges and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Name and number of person completing this form if other than applicant:

The Bridges Inc, IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.