



CHILDREN'S PLAYHOUSE

EARLY LEARNING CENTERS

Employment Application

Where Little Moments Create Big Futures.



PAGE 1 – POSITION & APPLICANT INFORMATION

POSITION APPLYING FOR

PREFERRED CENTER(S)

☐ Whitman ☐ Newbold ☐ Fairhill ☐ Any Location

AVAILABLE START DATE

EMPLOYMENT DESIRED

☐ Full-Time ☐ Part-Time ☐ Seasonal ☐ Substitute

FULL LEGAL NAME

PREFERRED NAME (IF DIFFERENT)

STREET ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

EMAIL ADDRESS



Are you at least 18 years of age?

☐ Yes ☐ No



Are you legally authorized to work in the United States?

☐ Yes ☐ No



Will you now or in the future require sponsorship for employment?

☐ Yes ☐ No

Thank you for your interest in joining our team!



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PAGE 2 – EDUCATION & EMPLOYMENT HISTORY



EDUCATION BACKGROUND

LEVEL OF EDUCATION	SCHOOL / INSTITUTION	FIELD OF STUDY (IF APPLICABLE)	COMPLETED (Y / N)	GRADUATION DATE
High School Diploma / GED			☐ Y ☐ N	
Child Development Associate (CDA) (Infant/Toddler / Preschool / Other)			☐ Y ☐ N	
Associate Degree			☐ Y ☐ N	
Bachelor's Degree			☐ Y ☐ N	
Master's Degree			☐ Y ☐ N	
Doctorate			☐ Y ☐ N	

Currently Enrolled in School? ☐ Yes ☐ No

Program of Study:

Institution:

Expected Graduation Date:

Do you have a degree from another country? ☐ Yes

If yes, has it been evaluated by an approved
credential evaluation agency?

☐ Yes ☐ No

Agency Name:

Languages Spoken

☐ English

☐ Spanish

☐ Bilingual (English / Spanish)

☐ Other:



EMPLOYMENT HISTORY

CURRENT OR MOST RECENT EMPLOYER		Job Title	
Employment Dates	From: To:	Length of Employment	
Age Group(s) Worked With (Check all that apply)			
☐ Infants ☐ Young Toddlers ☐ Older Toddlers		☐ Preschool ☐ Pre-K ☐ School Age ☐ Other:	
Primary Responsibilities		Supervisor Name / Title	
		Supervisor Phone Number	
Reason for Leaving		May we contact this employer? ☐ Yes ☐ No	

PREVIOUS EMPLOYER		Job Title	
Employment Dates	From: To:	Length of Employment	
Age Group(s) Worked With (Check all that apply)			
☐ Infants ☐ Young Toddlers ☐ Older Toddlers		☐ Preschool ☐ Pre-K ☐ School Age ☐ Other:	
Primary Responsibilities		Supervisor Name / Title	
		Supervisor Phone Number	
Reason for Leaving		May we contact this employer? ☐ Yes ☐ No	

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PAGE 3 – HEALTH, CLEARANCES & REFERENCES



HEALTH & PRE-EMPLOYMENT REQUIREMENTS

Last Physical Examination Date

Last TB Test Date

PENNSYLVANIA CLEARANCES

If completed, please provide the most recent date.



Pennsylvania Criminal Background Check



Pennsylvania Child Abuse Clearance



FBI Fingerprint Clearance



National Sex Offender Registry (NSOR) Clearance



RESIDENCY INFORMATION

Have you lived outside of Pennsylvania during the past five (5) years?

☐ Yes

☐ No

If yes, list the state(s):

Do you have child care clearances from another state?

☐ Yes

☐ No

If yes, please explain.



PROFESSIONAL REFERENCES

REFERENCE #1

Full Name

Title / Position

Organization

Telephone Number

Relationship to You

REFERENCE #2

Full Name

Title / Position

Organization

Telephone Number

Relationship to You



ADDITIONAL INFORMATION

Languages Spoken (Check all that apply)

☐ English ☐ Spanish ☐ Bilingual (English/Spanish) ☐ Other: _____

Do you have a valid driver's license?

☐ Yes

☐ No

Have you ever worked for Children's Playhouse Early Learning Centers?

☐ Yes

☐ No

If yes, when?

Have you ever been convicted of a crime that has not been expunged or sealed?

☐ Yes

☐ No

(A conviction does not automatically disqualify you from employment.)

If yes, please explain.



HOW DID YOU HEAR ABOUT US?

☐ Children's Playhouse Website

☐ Employee Referral

Employee Name: _____

☐ Indeed

☐ LinkedIn

☐ Facebook

☐ Instagram

☐ Career Fair

☐ Walk-In

☐ School / College

☐ Community Organization

☐ Job Posting

Which Posting? _____

☐ Other (Please specify) _____

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APPLICANT CERTIFICATION

I certify that all information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any false statements, omissions, or misrepresentations may result in the rejection of my application or termination of employment if hired.

I authorize Children's Playhouse Early Learning Centers to verify the information contained in this application, including employment history, educational credentials, professional references, and any other information relevant to my qualifications for employment.

I understand that employment is contingent upon successful completion of all required Pennsylvania child care clearances, health assessments, employment verification, reference checks, and any additional pre-employment requirements required by Children's Playhouse or state and federal regulations.

Applicant Signature

Date

Thank you!

We look forward to learning more about you!



FOR OFFICE USE ONLY

Application Received By:

Date Received:

Position Considered:

Center Assigned: ☐ Whitman ☐ Newbold ☐ Fairhill

Interview Date:

Interviewer(s):

Starting Wage/Salary:



PRE-EMPLOYMENT CHECKLIST

- | | |
|--|---|
| ☐ Resume Received | ☐ PA Criminal Background Check |
| ☐ References Verified | ☐ PA Child Abuse Clearance |
| ☐ Education Verified | ☐ FBI Fingerprint Clearance |
| ☐ Physical Exam | ☐ NSOR Verification |
| ☐ TB Test | ☐ Other <input type="text"/> |

ELIGIBLE FOR HIRE

- ☐ Yes ☐ No



HIRE INFORMATION

Offer Letter Issued:

Offer Accepted:

Hire Date:

Orientation Date:

Employee ID #:

Hiring Manager Signature:

Executive Director Signature:



SUBMIT YOUR COMPLETED APPLICATION TO:

Email: careers@childrensplayhousepa.org

Website: www.childrensplayhousepa.org/careers

Or apply in person at any Children's Playhouse Early Learning Center location.



www.childrensplayhousepa.org



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