



# *A Message From Las Posas Children's Center*

**READ THIS MESSAGE BEFORE YOU FILL OUT YOUR APPLICATION**

Thank you for your interest in working with us. We are a family owned and operated business. We provide childcare services for school aged children on 6 elementary school sites in Ventura. Our stated philosophy is as follows:

“We believe children are the world’s most precious resource and the greatest gift one can have. Raise them in righteousness today, and they will lead in righteousness tomorrow. To that end, Las Posas Children's Center was founded, and exists today, to support families in raising their children with high moral values and strong character.

Our child-centered approach is designed to enhance the physical, emotional, and social development of each child through structured and unstructured recreational activities in a safe and nurturing environment. We encourage responsibility, self-discipline, and good citizenship, and desire that each child in our program feel accepted, stimulated, secure, happy, and most of all, loved.”

If you agree with our philosophy and think your presence here will enhance our program, and you want to pursue employment with us, here are some ideas to consider and how to proceed form here.

1. Take your time in completing the application. Give it some real thought. You may want to take it home and bring it back later. Be sure to fill out everything, even if you have a resume. Details are important in our business, so be complete and concise.
2. We may verify the information you give us. Make sure you are completely truthful. Don't give any false or misleading information. Honesty is always the best policy, and we demand honesty from each member of our team.
3. We are committed to making this a drug-free workplace. This means we do not permit our staff to work under the apparent influence of, in the possession of, or dealing of drugs or alcohol. If this is going to be a problem, you should not pursue employment with us.
4. We are looking for individuals who are honest, hardworking, and responsible. We are not interested in hiring complainers. We believe that this is a great place to work, and while we don't pretend to think that your employment here will last forever, we do think you will fondly remember your time here forever. If your disposition and outlook on life is a negative one, you shouldn't pursue employment with us. In addition, we need individuals who make good role models for children. If your lifestyle is not consistent with being a good role model for children, you shouldn't pursue employment with us.
5. We have a very good reputation in our community. It is because we take childcare very seriously. We provide professional childcare services. We do things right. We put children and their safety first, and then we provide guidance to support their parents, and exciting activities to stimulate their minds and bodies. If you are willing and able to put the children ahead of yourself, you will do well here.
6. When you have completed the application, you can fax it to (805) 644-1916, email it to [info@lpcc.com](mailto:info@lpcc.com), or drop it off at any of our sites or corporate office.

Thank you for you interest in our company. We wish you the best, wherever your career takes you.

With Best Regards,

Las Posas Children's Center, Inc.

# LAS POSAS CHILDREN'S CENTER, INC.

4435 McGRATH STREET, SUITE 308

VENTURA CA 93003

(805) 644-4344

## *Application for Employment*

PLEASE PRINT CLEARLY

FULL NAME	DATE
ADDRESS	CITY ZIP
PHONE (    )	Email

Are you 18 years old or older? \_\_\_\_\_ What position are you applying for? \_\_\_\_\_

Who referred you to this job? \_\_\_\_\_

Do you hold a current Pediatric First Aid and Pediatric CPR Certificate? \_\_\_\_\_

If hired, you must be able to furnish proof that you are an U.S. citizen or otherwise legally permitted to work in the U.S.

Can you provide such proof ?  Yes  No

Are you available for an interview?  Yes  No

### EMPLOYMENT HISTORY

DATES	PLACE OF EMPLOYMENT	SUPERVISOR	PHONE	DUTIES	WHY LEFT

List any child supervision related experiences you have had, such as AYSO or Little League coaching, scoutmaster, piano teacher, etc.

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What contributions do you think you can make to the program?

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What contribution do you think a well-run childcare program can do for children?

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Write a brief biographical sketch.

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## EDUCATIONAL BACKGROUND

Name of High School: _____				
<i>Circle highest grade completed</i>		<i>Circle certificate received</i>		<i>Circle Highest grade completed College/University</i>
9	10	11	12	DIPLOMA      GED
1		2		3 4 5+
NAME OF J.C., COLLEGE OR UNIVERSITY		MAJOR		DEGREE RECEIVED
List any college or vocational courses completed or currently enrolled in <i>Child Development, Physical Education, Recreation, Psychology, Sociology, Home Economics, Nursing, Art, Theater Arts, Music, and units earned toward an Elementary or Middle School Credential.</i>				
COURSE #	COURSE TITLE	SCHOOL	No. of unit or hours	(X) IF COMPLETED

## PERSONAL REFERENCES (Give names of 3 persons [not relatives] having knowledge of your character, experience, and ability)

NAME	ADDRESS	PHONE #	RELATIONSHIP

<p>Title 22 of the Welfare and Institutions code require that employees of Las Posas Children’s Center, Inc. submit fingerprints to the Dept of Social Services for the purpose of conducting a Criminal Record Review. Do you agree to be Fingerprinted?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>Essential Functions</b>                  Essential functions for a <b>Child Care Teacher/Aide</b> are to be able to communicate well with people; supervise children; ability manage a group of children; properly discipline children; administer basic first aid; visual and auditory ability to recognize and respond to hazards and emergencies; ability to plan and implement activities; be physically able to participate with children in sports, games, and other physical activities; be a positive role model to children and staff, leading by example and attitude.</p> <p>Essential functions for a <b>Summer Camp Counselor</b> are to be able to communicate well with people; supervise children; ability manage a group of children; properly discipline children; administer basic first aid; visual and auditory ability to recognize and respond to hazards and emergencies; ability to plan and implement activities; be physically able to participate with children in sports, games, and other physical activities; be able to swim; be a positive role model to children and staff, leading by example and attitude.</p> <p>In compliance with the Americans With Disabilities Act, Las Posas Children’s Center, Inc can and will employ people who have or have had disabilities. Are you able to perform the <b>Essential Functions</b> as described above and required of the position for which you are applying?                  If no, we can discuss reasonable accommodations.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Title 22 of the Welfare and Institutions code require that employees of Las Posas Children's Center, Inc. have a record health exams including TB tests (or chest x-rays) upon employment and when otherwise required by the state. Does this pose a problem for you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a misdemeanor or felony? If yes, explain. Note: This is not an automatic bar to employment.  _____ _____ _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

**AGREEMENT**

I authorize investigation of all statements herein and release Las Posas Children's Center, Inc. and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee and that any agreement to the contrary must be in writing and signed by the President of Las Posas Children's Center, Inc. I also understand that untrue, misleading, or omitted information herein may result in dismissal, regardless of the time of discovery by Las Posas Children's Center, Inc.

I understand that, in addition to the Criminal Record Review conducted by the Dept. of Social Services, an investigation into the public records of the courts may be conducted by Las Posas Children's Center, Inc.

I understand that Las Posas Children's Center, Inc. reserves the right to require its employees to submit to physical and mental examinations, including blood tests or urinalysis for alcohol or drug screens, and to inspect bags (including purses or briefcases) or parcels brought into or taken out of the premises. I understand that refusal to submit to a physical or mental examination, blood test, urinalysis, or search when requested to so may result in termination of my employment.

I understand and agree that any employee handbook or other written policies that I may receive will not constitute an employment contract, but it will be merely a gratuitous statement of Las Posas Children's Center, Inc.'s then-current policies.

I further understand that material omission or misrepresentation of pertinent facts may result in my immediate termination or withdrawal of an offer.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Do Not Write Below This Line

Interviewer:	Personal Reference Comments	
Comments:	Name	Comments