

## The Growing Place Child Care Centers

P.O. Box 487 Kresgeville, PA 18333

Phone: 570-992-6206

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[www.TheGrowingPlaceCenters.org](http://www.TheGrowingPlaceCenters.org)

Dear Applicant,

Thank you for your interest in working for The Growing Place. We operate three sites in Monroe County, serve over 500 children from eight weeks to 12 years old, and have approximately 90 employees.

Child care providers in licensed centers in Pennsylvania must be at least 18 years old and have a high school diploma or GED. If you do not have any experience working with children, you will qualify as an Aide you will not be able to be alone with the children.

If you do have at least two years of experience with children, you will qualify as an Assistant Teacher. Assistant Teachers may start at \$10.50; starting pay increases based on years of experience and relevant college credits. For example, the rate for someone with ten years of experience and an Associates with ECE credits may start at \$12.70. Aides with no experience start at \$10.00.

Head Teachers with a minimum of an Associate's in ECE and three years of experience start at \$15.65.

Pre-K Counts Lead and Assistant Teachers are paid through the Pre-K Counts grant and the starting pay for these positions is different.

The following are things we will ask you to provide if we offer you a position at The Growing Place:

- If you have experience with children, your experience must be documented by an employer or supervisor. Documentation must be specific about responsibilities or role, start and end date, and approximate number of hours per week. The state of Pennsylvania considers one year to equal 1,250 hours.
- Experience does not have to be in a child care center. Work as a babysitter, camp counselor, coach, riding instructor, or Sunday School teacher counts towards the required two years. Volunteer work may also count. Caring for your own children does not count.
- Every new hire must provide two written non-family references. These may be from employers, teachers, or others who can speak to your character and experience.
- We will ask you for a copy of your high school or college diploma and unofficial college transcript.
- Offers of employment are contingent on acceptable results of PA Criminal Records Check, Child Abuse Clearance, National Sex Offender Registry, and FBI fingerprinting.
- Employment is contingent upon a completed health assessment and negative TB (Mantoux) test by a physician. This must be done prior to starting work and is paid for by the employee.

If you decide to submit an application, please fax, mail or drop it off at our Chestnuthill Site in Brodheadsville. You may also scan the application and email it to [tgplbarney@ptd.net](mailto:tgplbarney@ptd.net).

Linda Barney  
Director of Human Resources & Communications

# The Growing Place Child Care Centers

## Employment Application

*Please print clearly and fill out completely.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone \_\_\_\_\_ Home phone \_\_\_\_\_ Email \_\_\_\_\_

Are you at least 18 years of age? Yes  No

How did you hear about us? \_\_\_\_\_

What position are you applying for?

Aide   
  Assistant Group Supervisor   
  Group Supervisor   
  Other: \_\_\_\_\_

### Education

Do you have a high school diploma or equivalency? Yes  No

Do you have a driver's license and reliable transportation? Yes  No

Level of Education	Name and Address of School	Circle Last Year Completed	Year(s) Attended	Date of Graduation, if applicable	Subject of Study, Diploma or Degree Awarded
High School		1 2 3 4			
College		1 2 3 4			
Other (Specify)		1 2 3 4			

Number of college credits earned

Number of Early Childhood Education (ECE) credits earned

List all courses you have completed that pertain to early childhood education.

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*All employees of The Growing Place are required to obtain specific training each year, depending on their position and status. Assistant Group Supervisors and Aides must have or earn, at minimum, a Child Development Associate Certification. This is equivalent to at least nine Associate level ECE credits.*

Are you willing to continue your education by obtaining the required hours of training and credentials? \_\_\_\_\_

Work Experience: Please list most recent first. Attach your resume or additional pages if needed.

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From (date) \_\_\_\_\_ To (date) \_\_\_\_\_ Company Name \_\_\_\_\_  
Hours per week \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Title \_\_\_\_\_ Responsibilities \_\_\_\_\_  
Supervisor name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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From (date) \_\_\_\_\_ To (date) \_\_\_\_\_ Company Name \_\_\_\_\_  
Hours per week \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Title \_\_\_\_\_ Responsibilities \_\_\_\_\_  
Supervisor name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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From (date) \_\_\_\_\_ To (date) \_\_\_\_\_ Company Name \_\_\_\_\_  
Hours per week \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Title \_\_\_\_\_ Responsibilities \_\_\_\_\_  
Supervisor name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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From (date) \_\_\_\_\_ To (date) \_\_\_\_\_ Company Name \_\_\_\_\_  
Hours per week \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Title \_\_\_\_\_ Responsibilities \_\_\_\_\_  
Supervisor name \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Please describe any other work or volunteer experience with children or early childhood education.

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Do you have documentation of any of the below? If yes, please provide the date.

First Aid/CPR Certification	Yes	<input type="checkbox"/>	Dated	<input type="checkbox"/>	Child Abuse History Clearance	Yes	<input type="checkbox"/>	Dated	<input type="checkbox"/>
Criminal History Check	Yes	<input type="checkbox"/>	Dated	<input type="checkbox"/>	FBI Fingerprint Based Record Check	Yes	<input type="checkbox"/>	Dated	<input type="checkbox"/>

Personal/Professional References (please do not list relatives). We may contact references.

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship to you \_\_\_\_\_ Length of relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship to you \_\_\_\_\_ Length of relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship to you \_\_\_\_\_ Length of relationship \_\_\_\_\_

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Age of children you prefer to work with:

Infant/Toddler  Pre-School (Ages 3-5)  School Age

Our Centers are open from 6:45 a.m. to 6:00 p.m. Monday through Friday. What hours and days are you available to work? \_\_\_\_\_

Most of our programs run 12 months a year. Are you available year-round? If not, what months are you available to work? \_\_\_\_\_

Applying for: Full Time  Part Time  Substitute

Willing to travel to: Polk  Chestnuthill  Stroudsburg

One of our responsibilities is to take care of the physical needs of the children, including diapering and toileting. Are you comfortable and willing to care for the children in this way? Yes  No

One job requirement is that you are able to lift a child of up to 50 lbs. Are you able to do this without difficulty? Yes  No

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Please check areas in which you have expertise or experience.

Infant/Toddler  Classroom Management  Special Needs  Child Assessment   
Preschool  The Creative Curriculum  Keystone Stars  Curriculum Development   
School Age  Environment Ratings Scale  NAEYC  Staff Scheduling

Other (please describe) \_\_\_\_\_

I hereby swear that all information stated above is true and correct.

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Signature of Applicant

Date

*The Growing Place Child Care Centers operates three sites in Monroe County and offers programs for children aged eight weeks to 12 years old, including Working Parent and Preschool programs. The Growing Place is an equal opportunity employer; is nationally accredited; participates in the statewide quality Keystone Stars program; and is a United Way agency.*