



The Growing Place Child Care Centers

PO Box 487

Kresgeville, PA 18333

Phone: 570-992-6206

Fax: 570-402-1195

www.TheGrowingPlaceCenters.org

Dear Applicant,

Thank you for your interest in working for The Growing Place. We operate two sites in Monroe County's West End and serve children from eight weeks to 12 years old.

In order for you to work for any licensed child care center in Pennsylvania, you 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 and 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 Group Supervisor.

Starting pay is based on experience and education. Aides start at \$7.50; Assistant Group Supervisors with two years of full time experience start at \$8.00. Years of experience and relevant college credits affect how we set your starting rate beyond the minimum for an Assistant Group Supervisor.

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. For example, work as a babysitter, camp counselor, coach, riding instructor, or Sunday school teacher can count 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.
- If we make an offer of employment, candidates must submit information for a Criminal Records Check, Child Abuse Clearance, and FBI fingerprinting before starting work.
- Employment is contingent upon completion of a health assessment and 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.

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 _____

Cell phone _____ Home phone _____ Email _____

Are you at least 18 years of age? Yes No

Education

Do you have a high school diploma or equivalency? 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.

All permanent employees of The Growing Place are required to obtain at least 24 hours of training each year. Employees 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.

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

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

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

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

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

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 _____

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

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

Please check areas in which you have expertise or experience.

Art Music Science
Drama Storytelling Movement
Curriculum Development Staff Scheduling ECERS
The Creative Curriculum Keystone Stars NAEYC requirements

Other (please describe) _____

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

Signature of Applicant

Date

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