



# Child Development Center Region II

## Application for Employment

Note: Applications which are submitted to the Child Development Center Region II will remain active for one year. The application will be kept on file for two years. Contact the Child Development Center about procedures for re-activating an application that is more than one-year-old.

|                             |   |             |
|-----------------------------|---|-------------|
| <b>Personal Information</b> | Last Name, First, Middle                  |             |
|                             | Present Address                           | Date        |
|                             | City/State/Zip                            | Home Phone  |
|                             | Permanent Address                         | Other Phone |
|                             | City/State/Zip                            |             |
|                             | When will you be available to begin work? |             |

|  |  |                    |
|--|--|--------------------|
| <b>Teaching Endorsements</b>   | Please indicate 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> choice in the level(s) for which you are applying. |                    |
|  | <b>Early Intervention</b> (birth to 3 yr.) _____   | <b>Preschool</b>   |
|  | <b>Occupational Therapist</b> _____  | Lead Teacher _____ |
|  | <b>Physical Therapist</b> _____  | Co-Teacher _____   |
|  | <b>Speech Language Pathologist</b> _____   | Substitute _____   |
|  | <b>Early Childhood Special Education</b> (3 yr. to 5 yr.) _____  |                    |
|  | <b>Other</b> _____   |                    |
| Areas of endorsements: _____   |  |                    |
| _____  |  |                    |
| <b>Please attach: Resume</b><br><b>Areas of licensure and/or copies of certification</b> |  |                    |

Child Development Center Region II does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Any person who feels that discriminatory conditions exist concerning Title VI or Section 504 of the Rehabilitation Act of 1973 may contact the CDC Director or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2<sup>nd</sup> Floor, Hathaway Building, Cheyenne, Wyoming 82002-0500, (307)777-6198; or the Office for Civil Rights Region VIII, U.S. Department of Education, Federal Office Building, Suite 301, 1244 Speer Boulevard, Denver, Colorado 80204-3582, (303)844-5695, TDD (303)844-3417.

- |           |  | <b>YES</b>               | <b>NO</b>                |
|-----------|--|--------------------------|--------------------------|
| <b>1.</b> | Are you able to perform the essential functions required of the position for which you are making application, with or without accommodations? If no, please explain:<br><br>_____   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2.</b> | Are you willing to attend an interview at the Child Development Center Region II?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3.</b> | <i>Conviction of a crime is not an automatic bar to employment. The Child Development Center will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.</i>   |                          |                          |
| <b>a.</b> | Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society in general and which are contrary to the accepted rule of right and duty between persons, including but not limited to, theft, attempted theft, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude or has any court received a plea of guilty or a plea of nolo contendere from you?<br>If yes, please explain: _____<br><br>_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4.</b> | Have you ever been dismissed or asked to resign from any job? If yes, please give details:<br><br>_____  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5.</b> | Do you have or have you had, continuing contract status in any Wyoming school district or regional developmental centers? If yes, list dates and with which district:<br><br>_____   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6.</b> | <i>Pursuant to the provisions of W.S. 9-2-2104, W.S. 144-104 and W.S. 16-3-101, all employees must submit to a complete Child Abuse/Neglect Central Registry check and/or criminal background pre-screen or full criminal background check if indicated by the pre-screen.</i>   |                          |                          |
| <b>a.</b> | Have you ever failed a background check?   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>b.</b> | Are you prevented from being lawfully employed in this country because of visa or immigration status? Proof of citizenship or immigration status will be required upon employment.   | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Academic Programs</b> | Include all college and university preparation. Express college credits in semester hours. Multiply quarter hours by 2/3 to change to semester hours. Attach an extra sheet if needed. |                 |        |       |       |                 |       |
|--------------------------|--|-----------------|--------|-------|-------|-----------------|-------|
|                          | Name of School & Location  | Dates Inclusive | Degree | Major | Minor | # of Sem. Hours |       |
|                          |  |                 |        |       |       | Major           | Minor |
|                          |  |                 |        |       |       |                 |       |
|                          |  |                 |        |       |       |                 |       |
|                          |  |                 |        |       |       |                 |       |

| <b>Teaching</b> | Name of School & Location | Subject/Grade | # Years | Principal | Supervisor | Phone |
|-----------------|---------------------------|---------------|---------|-----------|------------|-------|
|                 |                           |               |         |           |            |       |
|                 |                           |               |         |           |            |       |
|                 |                           |               |         |           |            |       |
|                 |                           |               |         |           |            |       |

| <b>Experience</b> | List all teaching experiences and non-teaching experiences of three months or longer. Begin with the most recent position. Attach an extra sheet if needed. |           |          |                    |
|-------------------|---|-----------|----------|--------------------|
|                   | Name of School/Business & Location  | From - To | Position | Reason for Leaving |
|                   |   |           |          |                    |
|                   |   |           |          |                    |
|                   |   |           |          |                    |

| <b>References</b> | Please list three to five persons who can answer questions concerning your qualifications for the position you seek. Include superintendents, principals, and other supervisors under whom you worked. The CDC reserves the right to contact persons not specified by you. Submission of an application constitutes your permission and consent for the CDC to contact any person(s) and discuss you, your qualifications, and other pertinent matters. |                |       |
|-------------------|---|----------------|-------|
|                   | Name/Title  | Address & City | Phone |
|                   |   |                |       |
|                   |   |                |       |
|                   |   |                |       |

**General Information**

If applying for a preschool position, complete the questions below.

1. Describe your professional and community activities which you think would be helpful concerning your knowledge, skills and experience related to the position for which you are applying:

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2. List any honors you received in college and or high school:

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3. List any honors you have received as a professional:

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4. What instructional techniques do you plan to use in your teaching?

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I authorize the Child Development Center – Region II to which this application is submitted to obtain information about any criminal records I may have. I also authorize all governmental agencies to provide information to the Child Development Center about any criminal record I may have. I verify that all information on this employment application is true and complete. I understand that any misrepresentation, falsification, or omission on this application or other documents submitted to the CDC will be sufficient cause for this application not to be considered by the CDC or for dismissal if I have been employed.

I authorize the Child Development Center Region II for which I have completed an employment application to check my references, to obtain information from my prior employers and education institutions, and to take other actions to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness for a teaching position. I authorize the release of any and all information or records maintained by the Wyoming Department of Family Services. I authorize my listed references, past employers and educational institutions, and anyone else who has information about my work history, education, qualifications or fitness, to provide such information to the Child Development Center Region II. I release all persons providing information to the Child Development Center Region II from any liabilities whatsoever for obtaining and providing that information.

Upon occasion, the Child Development Center Region II is asked by other educational institutions, such as other regions, to provide names of candidates for areas in which they have vacancies. Do you consent to the release of your application information to these other institutions?

YES  NO

**A Photocopy of this release shall be effective as the original.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date