



Application for Employment

Date of application: _____

Position applied for: _____

Name: _____
Last First Middle

Address: _____

Telephone: _____ Social Security Number: _____

On what date would you be available to start employment? _____

Do you have any physical, mental, or medical impairment or disability that would limit your job performance in the position for which you are applying? _____

If yes, please explain: _____

Have you ever been convicted of a felony, or been involved with a child abuse or neglect court action or official investigation? _____

If yes, please explain: _____

List memberships in professional or business organizations:

Give the names, addresses, and telephone numbers of three references who are not related to you and who are not previous employers:

Please attach a resume detailing education and employment history.

Education

College	Location	Dates	Major	Degree
High School	Location	Dates	Major	Degree

Special organization/honors:

Employment History

Position: _____ Dates: _____

Duties: _____

Employer: _____

Address: _____

Supervisor: _____

Position: _____ Dates: _____

Duties: _____

Employer: _____

Address: _____

Supervisor: _____

Position: _____ Dates: _____

Duties: _____

Employer: _____

Address: _____

Supervisor: _____

Volunteer Experience (Most recent first)

Position: _____ Dates: _____
Duties: _____
Employer: _____
Address: _____
Supervisor: _____

Position: _____ Dates: _____
Duties: _____
Employer: _____
Address: _____
Supervisor: _____

Additional Skills:

“I certify that the facts in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.”

Signature

Date



Staff Emergency Contact Form

Name: _____ Birth Date: _____

Address: _____ Start Date: _____
SSN: _____

Phone: _____ Second #: _____

Email Address: _____

DL # _____ Exp Date _____

Doctor: _____ Phone: _____

Dentist: _____ Phone: _____

Medical Conditions: _____

Allergies: _____

Emergency Contacts:

Name: _____ Name: _____

Phone: _____ Phone: _____

Hospital of choice: _____

Other pertinent medical information: _____

To the best of my knowledge, I have received all childhood immunizations (Circle One): Yes No

Signature: _____ Date: _____



Job Description Acknowledgement Form

I, _____, acknowledge that I have received and read the job description for _____.

By signing this form, I acknowledge that I am able to perform the duties required for this position. I also understand that these duties may be revised as deemed necessary by the administration. If at any time, the revised duties put me in a position where I am unable to adequately fulfill the duties of my position, I will notify management immediately.

Before I accept any other position with Sunset Academy, I will read a current copy of the offered new job description and I will not accept this new position if I am unable to perform all duties of that position. I acknowledge that by accepting the new position, I am stating that I am able to perform all the required duties of that position.

Signature

Date



Child Abuse Reporting

Under the “Child Protection Act of 1987” (C.R.S. 19-3-301) In the Colorado Children’s Code, workers in any facility that is licensed or certified pursuant to the Child Care Licensing Act (C.R.S. 26-1-101) are required to report suspected child abuse or neglect. THE law at 19-3-304 states that if a child care worker has “reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department or local law enforcement agency.”

“Abuse” or “child abuse or neglect”, means an act of, or omission of one of the following categories that threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death. Also, any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution, or in any case in which a child is in need of services because of the child’s parents, legal guardian, or custodial caregiver fails to take actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If at any time, a Sunset Academy staff member suspects child abuse, it is the responsibility of that staff member to report or to cause a report to be made of this suspicion to the Boulder County Department of Human Services. Child Service Division at 303-678-6000, or to the Local Police Department of Longmont at 303-651-8501.

It is not the staff’s role to investigate suspected abuse--only to report it. Persons who make a “good faith report” are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

Any individual working with young children who fails to report suspected child abuse or neglect concerns, commits a Class 3 misdemeanor and will be punished as provided in section 19-3-304(4), C.R.S. The staff person could also be liable for damages” proximately caused thereby.”

Sunset Academy Administration would appreciate that you inform them of all instances in which you suspect an abuse situation has occurred or in which you have made a report. This is to support you in the experience and help us manage the follow-up. It is not required.

I have read and understand my responsibilities to children and Sunset Academy in the event that I suspect child abuse or neglect.

Signature: _____

Date: _____



Compliance for Colorado Rules and Regulations

Per state licensing governance, all staff members are required to read through the Colorado Rules and Regulations within 30 days of employment to ensure understanding and compliance with the rules and regulations as outlined by the State of Colorado for Child Development Centers.

I have completed the training requirement regarding the Colorado Regulations and will ensure compliance during my employment at Sunset Academy.

Staff/Teacher Printed Name

Date

Staff/Teacher Signature



Employee Policy Acknowledgement

You are required to follow all policies and procedures of Sunset Academy. A copy of the employee handbook is in the employee break room and in the front office. As personnel policies and procedures change, this Handbook may also change. Updates reflecting these changes will be posted periodically. Not all policies and procedures are listed in the Handbook. If you violate a policy or procedure which is not listed in the handbook. If you violate a policy or procedure which is not listed in the Handbook, you will be notified and given sufficient time to correct your action. In the event a personnel policy or procedure requires clarification, please contact the director or assistant director.

Below are a few for your further understanding:

- 1) Any applicant who knowingly or willfully makes a false statement of any matter or thing in the application is guilty of perjury in the second degree as defined in State Regulations 18-5-503, C.R.S., and, upon conviction thereof, shall be punished accordingly.
- 2) It is our job to keep children safe. The children are in your care and therefore your responsibility. If you EVER leave a child unattended or let them engage in unsafe activities, you will be terminated immediately. If you feel the children are a burden, then please seek employment elsewhere. We are here FOR THE CHILDREN, and we provide a service for the parents.
- 3) No personal electronics are to be used in the center without the written consent of the director, assistant director or owner. The use of personal cell phones, tablets, computers, and video cameras are just a few of the items that are restricted. If a particular electronic item is not issued by this Center, then it falls under this category.
- 4) Receiving and replying to text messages on cell phones during working hours of which an employee is on the clock is considered cell phone usage and therefore grounds for termination. All cell phones must be turned off during working hours. All cell phone use is prohibited during working hours unless you are on a break and out of your room.
- 5) There is no smoking allowed anywhere on Sunset Academy premises. This extends to the parking lot, vans, open grassy area, and vehicles parked on site. If you are a smoker you need to pay special attention to your hygiene and make sure your clothes and body parts do not pass the smell on to the children. This is a big concern with parents. Do your best to smell "smoke free". If the director receives complaints from the other employees or parents, they will meet with you individually to correct the problem.
- 6) If you are absent due to illness before you are able to return to work, you will need to present a doctor's/medical note stating that you are not contagious and are available for employment. If you do not present a note, then it is up to the discretion of the director or

assistant director to allow you to report for your assigned duties based on your unexcused illness. The director or assistant director may impose this requirement every time you are absent due to illness if you have excessive absences.

I, _____ (print name), agree to abide by the Sunset Academy policies and procedures and will read the "Employee Manual" to better understand what is expected of me.

Signature: _____ Date: _____



Dress Code

All Sunset Academy employees are expected to appear and behave as professionals. You represent Sunset to the parents and the public and profoundly affect the atmosphere of the school. To become an effective employee and team member who gets along well with others, please consider the following guidelines:

Dress and groom yourself in a clean and professional manner: Sloppy, unusual or provocative clothing may offend our more conservative parents and should not be worn to work. Some clothes specifically considered unacceptable are:

1. Unhemmed shorts and skirts
2. Halter or tube tops
3. See through or low neckline tops and tee shirts with unacceptable writing or pictures are prohibited
4. Spaghetti strapped tops of any kind
5. Sleeveless tank tops with less than a 3 inch wide strap
6. Inadequate undergarment support or coverage
7. Excessive body piercing and tattooing
8. Razor back shirts worn in conjunction with inadequate coverage of bra straps
9. Open toed shoes such as flip flops, wedges, or sandals.

If at any time the director or assistant director feels that you do not appear professional, they may ask you to change and not to wear that item again to work.

Signature

Date



Cell phone/portable electronic policy

- 1) All lead teachers are required, in their room, to secure all cell phones/ portable electronics in a cabinet or in the communal space for staff member personal belongings.
- 2) Cell phones and other portable electronics must be turned off while on the job. They may be used in the break room or outside of the building (not in the hallways.)
- 3) If the administration sees an employee using their cell phone or other electronics during working hours, that electronic will be taken up and will not be returned until the end of the day.
- 4) Employees caught in violation of the policy will be subject to a 2 week probation. During this time their electronics may be kept in the director's office while they are on the clock, only to be accessed during breaks or once they have clocked out. If the office is locked, you will need to wait until the director returns to retrieve your belongings.
- 5) After the 2 week probation period, the employee may keep their cell phone/portable electronics in their respective rooms and retrieve them only on breaks and/or once the employee is no longer on the job.
- 6) If an employee violates this policy again, they will be restricted from having their cell phone/portable electronics in the center and they will have to remain in their car for a period of 3 months. If you don't have a car, they need to stay at home.
- 7) After 3 months, they will receive another 2 week probationary period. Should they violate this final probation, they will not receive another. They will simply no longer have the privilege of having a cell phone/portable electronic in the center at all.

Employee Signature

Date

1st probation date: _____

Date of Expiration: _____

2nd probation date: _____

Date of Expiration: _____

Date notice was given to employee indicating that they can no longer have their cell phone or portable electronics in the center: _____



Physical Requirement - Employee

Sunset Academy
711 S. Sunset St.
Longmont, CO 80501

Name: _____

Date of Birth: _____

The above named person was seen on _____ and found to be of good mental, physical, and emotional health appropriate for the position of: _____ for which they have been hired. This person is capable of caring for young children.

Signature of Health Care Provider

Date

Signature of Staff Member

Date

Next physical due: _____



Policy Regarding Visitors

In accordance with State Licensing requirements, ALL visitors must sign in or be signed in or be signed in. Information must include the name, address, and purpose of visit.

Photo ID must be presented and checked!

Policy Regarding Pick-Up

Only parent/guardian authorized persons (named on registration forms, notes left on bulletin boards, or in emergencies, through phone calls from a parent to a staff member familiar with their voice) may take a child. If there is an "ALERT" for pick-up listed on the registration form, then telephone authorization *may ONLY be taken* by the director or assistant director at their discretion.

Persons, who are not known to you, *must* present identification and be checked for parent authorization before picking up children.

If an unauthorized person tries to pick up a child:

1. Call the director or assistant director for assistance.
2. Call the parents for authorization.
3. If the parents cannot be reached: DO NOT RELEASE THE CHILD.
4. If the person physically takes a child: CALL THE POLICE AND THE PARENTS.

Signature

Date



Staff Children Policy

Staff members are allowed to bring their children to Sunset Academy under the following conditions:

1. Space is available. Currently we are not accepting any employee children who are not potty trained. If no space is available, full tuition rates will apply. You may place your name on a waitlist as any other parent.
2. The teacher and child are not in the same classroom.
3. When you enroll your child at Sunset Academy, you agree to all the terms and conditions of the "Parent Handbook". Once enrolled, you will be bound by these policies and procedures without further notice.
4. Discounts may be available. The director will discuss these at the time of hire. Any discount may depend on space, number of staff children, and older financial factors.
5. Child care tuition will be deducted from payroll biweekly. If another party is required to make payment for child care, you will be responsible to collect to offset your payroll deduction. Sunset will not be involved with any outside party collections for child care. You will be responsible to pay for any additional tuition for non school days or camp tuition.
6. After 90 days of your child's enrollment, you will accrue on your child's behalf, an absentee credit based on your enrollment. You can utilize this absentee credit for sick time, vacation time, or any time your child is absent from the center with the exceptions of scheduled center holidays. Such credit will be applied based on the discounted tuition paid. If your child is out for a day, you are still required to pay your normal tuition.
7. Breast feeding moms are to nurse only on breaks. They may not feed on-demand. The classroom you are assigned to has your first priority while on the clock.
8. Please treat the teacher in your child's room as an equal. They have a job to do and rules to follow and other children to care for. As another daycare provider, you should realize that.
9. All staff children are treated as equals. They participate in the same activities and follow the same rules that apply to other children.

Signature

Date