

# Application for Employment – Lead Director

## Cougar Cub Daycare

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Thank you for your interest in and application for employment with Cougar Cub Daycare. We are an equal opportunity employer and give employment and promotional consideration without regard to race, color, sex, religion, age or disability.

Cougar Cub Daycare is searching for a self-motivated, energetic, organized and reliable individual to fill the lead Director position; someone who has a love for working in a high energy environment caring for infants, toddlers and young elementary age children.

Responsibilities for Lead Director include: managing the day to day operations of Cougar Cub Daycare, oversight of the food program, keeping facility clean (inside and out), managing and scheduling staff, taking responsibility of the administrative portion of payroll, and most importantly, overall safety and care of the children utilizing the daycare services. Competitive Pay - Starting rate based on experience.

**INSTRUCTIONS:** It is important that you fill out all sections of this application completely & to the best of your ability. Your application will be used as part of the hiring process & therefore, should represent your best effort.

### Current Information

Name \_\_\_\_\_  
Last First Middle

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

Mailing Address \_\_\_\_\_  
(If Different) City State Zip

Telephone \_\_\_\_\_  
Home Cell

Email Address \_\_\_\_\_

### General Information

Have you ever been convicted of any crime, other than a minor traffic incident, under the name you used on this application or under any other name? \_\_\_\_Yes \_\_\_\_No

If yes, please explain when, where & disposition of case.

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Driver's License Information:

License Number \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_\_\_

Are you legally authorized to work in the United States? \_\_\_\_Yes \_\_\_\_No

**Availability:** *Cougar Cub Daycare Operation Hours are from 7:30am – 5:30pm*

I am available to work: (Check all that apply)

Monday  Tuesday  Wednesday  Thursday  Friday  
 Mornings  Afternoons  Evenings

Date Available to Start \_\_\_\_\_ Expected Starting Pay Rate \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

**Education**

High School \_\_\_\_\_ Diploma/GED  Yes  No  
City State

College \_\_\_\_\_ Years Attended \_\_\_\_\_  
City State

Major Field of Study \_\_\_\_\_ Graduate  Yes  No

Other \_\_\_\_\_

Are you CPR Certified?  Yes  No If Yes, Date of Certification \_\_\_\_\_

**Employment History** *(List most recent first; include any military service.)*

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

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

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact your employer/supervisor?  Yes  No

Comment \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

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

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact your employer/supervisor?  Yes  No

Comment \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

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

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact your employer/supervisor? \_\_\_\_ Yes \_\_\_\_ No

Comment \_\_\_\_\_

**References**

Please do not list family relatives. We recommend listing persons such as coworkers, teachers, parent of child/children who you have cared for in the past, etc., who have knowledge of your qualifications for the position for which you are applying. Cougar Cub Daycare will personally speak with each of your references, so we recommend that you let your references know to expect a call from us.

Name \_\_\_\_\_ City/State \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ City/State \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ City/State \_\_\_\_\_ Phone \_\_\_\_\_

**PLEASE READ THE FOLLOWING STATEMENTS AND SIGN BELOW:**

I certify that the above information is true and correct and give authorization for investigation of all statements and information contained in this application, my resume, other documents or verbally obtained during an employment interview. I voluntarily consent to allow Cougar Cub Daycare, Bird City Century II Development Foundation or any of their representatives check my references by contacting any persons or employer they deem to be an appropriate reference. I understand the reference questions may pertain to my personal or educational background, work experience, character and behavior. I understand my employment is subject to satisfactory verification of this information and agree that deliberate falsification of this document or significant omissions shall be grounds for employment consideration disqualification or dismissal from employment, if discovered at a later date. I pledge, if hired, to comply with the guideline of conduct and company policies and procedures of Cougar Cub Daycare.

I understand that employment will require a criminal background check, and may be subject to satisfactory completion of a drug screening. CPR certification and specific vaccinations may be required.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

***Applications will be accepted until position has been filled.***

Please fill out application in its entirety (attach resume or additional sheet of paper, if applicable) and mail to, or drop off at:  
Bird City Century II Development Foundation  
Attn: Daycare Committee  
PO Box 593 - 107 West Bressler  
Bird City, KS 67731