

Jolly Tots Too!  
5511 N. Hamilton Road  
Columbus, Ohio 43230  
(614) 471-0688

## **Prospective Employee Data Sheet**

### **General information**

Jolly Tots Too!:

- is a 12,200 square foot child care center
- is open from 6:45 a.m. to 6:30 p.m. Monday through Friday
- child care for infant/child ages 6 weeks to 5/6 years of age
- nurse on duty 8:00 a.m. - 1:00 p.m.
- strives to provide high-quality, family-oriented child care

### **Class Information**

- \*Young Infant (6 weeks to 12 months)
- \*Older Infant (12months/walking to 18 months)
- \*Older Toddler (24 months to 36 months)
- \*Pre-Kindergarten I (4 years)
- \*Kindergarten
- \*Older Infant (9 months to 18 months)
- \*Young Toddler (18 months to 24-26 months)
- \*Pre-School (3 to 4 years)
- \* Pre-Kindergarten II (4 to 5 years)

### **Classroom Primary/Co-Primary Provider Responsibilities:**

- supports the principals, goals and philosophy of the center
- provides high quality child care in a safe and nurturing manner
- teacher/child assignments
- lesson planning and delegation of duties/activities
- cleaning and maintenance schedules
- conducting weekly staff meetings
- addressing concerns, issues, etc. with administration, parents and co-workers
- presenting classroom needs to senior management
- other duties as assigned

### **Assistant Child Care Provider Responsibilities:**

- \*high quality child care in a safe and nurturing manner
- \*assist primary child care provider in the development and implementation of lesson plans
- \*complete cleaning and maintenance schedules
- \*participate in weekly staff meetings
- \*other duties as assigned

## **Employment Requirements**

- Attendance at Child Abuse Prevention/Recognition, First Aid/CPR and Communicable Disease Courses as offered within the first year of employment and thereafter as required by the Ohio Department of Human Services. Each employee must complete 15 hours per year of required continuing education courses, for a total of 45 hours within the first three years of service.
- Course completion required in Infant and Child CPR.
- A High School Diploma or equivalency and medical statement must be on file at center prior to or on the first scheduled day.
- Experienced in caring for infants, toddlers or preschoolers and/or course work in child development, elementary education, family studies or early childhood education is preferred.
- Completion of the Ohio Department of Human Services statement, fingerprinting and background check
- Must provide a physician's medical statement prior to or on the first day of employment.

## **Benefits**

### **Full-Time**

- Excellent work environment
- Vacation- 40 hours after one year of full time consecutive employment
- Holiday Pay- 6 major holidays are paid (New Year's, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day and Christmas) after 3 months consecutive service and compliance with holiday policies.
- Health Insurance- after 3 months consecutive employment, Jolly Tots Too! will pay 50% of the single premium.
- Salaries based upon experience and education and adjusted to reflect performance level and additional responsibilities.

Jolly Tots Too! is committed to the well-being of our employees, the team atmosphere and high standards of care. We hire only those individuals who share our commitment to excellence and are willing to place the needs of the children first and foremost at all times.

Jolly Tots Too! has a commitment to the employment opportunity for all persons without regard to race, color, religion, sex, age, handicap or national origin.



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**EMPLOYMENT HISTORY**

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Company Name	Telephone
	( )
Address	Employed-(state month and year)
	From To
Name of Supervisor	Weekly Pay
	Start Last
State Job Title and Describe Your Work	Reason For Leaving

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Company Name	Telephone
	( )
Address	Employed-(state month and year)
	From To
Name of Supervisor	Weekly Pay
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State Job Title and Describe Your Work	Reason For Leaving

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Company Name	Telephone
	( )
Address	Employed-(state month and year)
	From To
Name of Supervisor	Weekly Pay
	Start Last
State Job Title and Describe Your Work	Reason For Leaving

Have you ever been terminated from a position? yes \_\_\_\_\_ no \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

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**Personal Reference**

**(Please do not include Family Members)**

<b>Name</b>	<b>Telephone Number</b>	<b>Years Known</b>	<b>Relationship</b>
1.			
2.			
3.			

You have been given a written job description which includes the essential job functions of the position for which you have applied. Are you able to perform each of the essential job functions listed for this position with or without accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

If you can perform the job functions with an accommodation, please describe how you would perform the functions and with what accommodations.

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Have you ever been convicted of or pleaded guilty to child abuse or any violent crimes?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain-

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Are you willing to be fingerprinted? Yes \_\_\_\_\_ No \_\_\_\_\_

**STATEMENT OF APPLICANT**

I certify that the information which I have provided herein is true, accurate and complete. If any of the information provided is found to be untrue, incomplete or misrepresented, I understand that further consideration of this application may be canceled, or, if I have been hired, Jolly Tots Too! may immediately discharge me, whenever such untruth, incompleteness or inaccuracy is discovered.

I expressly authorize Jolly Tots Too! to investigate any of the information provided on this application and I release from any liability all companies, corporations, and individuals supplying such information. I also give permission to Jolly Tots Too! to contact the references I have listed.

In the event that I am hired, I understand that such employment will be on an "at will" basis and that I may resign from my employment at any time, with or without cause, and without prior notice, and that Jolly Tots Too! retains the same rights to terminate my employment at any time, with or without cause, and without prior notice, except as applicable law may require. I understand that this application does not constitute a contract or agreement that I will be employed. I further understand that no representative of Jolly Tots Too! is authorized to make any assurances to the contrary and no implied, oral or written agreement contradicting the foregoing are valid, unless duly authorized in writing by the President or Chief Executive of Jolly Tots Too!

**DO NOT SIGN THIS APPLICATION UNTIL YOU HAVE READ AND UNDERSTAND THE TERMS OF THE STATEMENT OF APPLICANT.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## **Race/Ethnic Category of Applicant**

Please check one of the following boxes:

- **White/Non-Hispanic**: Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
- **Black/Non-Hispanic**: Persons having origins in any of the black racial groups in Africa
- **Hispanic**: Persons of the Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.
- **Asian/Pacific Islanders**: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes for example; China, India, Japan, Korea, the Philippine Islands, and Samoa
- **American Indian/Alaskan Native**: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition
- **Multi-Racial**: Persons having origins in two or more of the above options
- **I choose not to designate the racial/ethnic category.**