



Employment Application

Is this the right job for you?

Below are a few of the requirements that you would be expected to meet if you are hired by **Operation Happy Kids Inc.**

- **PATIENT AND UNDERSTANDING-** Patience and understand is our number one requirement. It is our top priority on reference checks. Our business is compelled of very young clients who learn from what they hear and what they see. Not what you do and say. Every employee must show patience and understanding of a Childs perception and way of life.
- **FRIENDLY ATTITUDE-** **Operation Happy Kids Inc.** is dedicated to achieving excellence in childcare, and Family support services. We are committed at making each Client, Employee and Community member feel they are a guest and beneficiary of our services and support. **Operation Happy Kids Inc.** Seeks to employ individuals who are friendly, education in early childhood development and enjoy striving to become the best that they can be. If that is you, we encourage you to apply! If you do not enjoy working with people, EXCEPCIALY YOUNG PEOPLE, then this is not the best job for you.
- **SCHEDULE-** We expect you to work the days you are scheduled and to be on time. Tardiness and absenteeism are not acceptable. Due to the nature of our business, you should be aware of the ratio and licensing compliance requirements that are affected when you tardy and/or absent. Absent and Tardiness is not tolerated. In Emergency situations arrangements need to be as soon as possible to avoid conflict.
- **APPERANCE-** All staff members are expected to war the required uniform for the area assigned. No other dress is acceptable. Personal Hygiene is very important because of the close contact with our little clients. Extreme hair styles, facial, tongue, or any visible, body piercing and/or tattoos are not permitted. Female employees: No Earnings, one ring per hand, No extensive long or colored nails. Makeup shall be limited and in natural like colors. Male employees should have hair no longer than collar length with no tails. Necklaces are to be work inside shirt and only one ring per hand is allowed.
- **DRUGS/ALCHOL-** The use of drugs or alcohol is not acceptable. We administer random drug testing. By signing this application you agree to participate in this program. For your safety and the safety of fellow staff members and our clients we require we have a drug free work place and will do whatever we can to achieve this goal. If you have specific questions about the drug policy ask the Director. Coming to the workplace under the influence of drugs or alcohol, or the use of drugs or alcohol in any manner while on duty, on company property, or in the sight of the property is strictly forbidden and will result in immediate termination.

This is not a complete listing of staff member requirements at **Operation Happy Kids Inc.** All requirements will be reviewed with you in detail if you continue the application process. Compliance with all staff member guidelines is a responsibility of employment. If you feel comfortable working under the conditions listed above, please continue with the employment application. As positions become available, applicants will be contacted for an interview. Not all applicants are granted an employment interview. **Operation Happy Kids Inc.**, center is an Equal Opportunity Employer.

Signature of Agreement

1. Type or neatly print in black or blue ink.
2. Answer each question
3. Read Acknowledgment (page 4) sign and date.
4. Incomplete application may delay review process.

Experience

List any relevant experience or training:

Employment History

List most recent job first

COMPANY	ADDRESS	POSITION & DUTIES	SUPERVISOR NAME AND PHONE NUMBER	DATES EMPLOYED	REASON FOR LEAVING
MAY WE CONTACT? YES NO				ENDING WAGE \$	
MAY WE CONTACT? YES NO				ENDING WAGE \$	
MAY WE CONTACT? YES NO				ENDING WAGE \$	

References

List 3 work, School, or Personal references whom we may contact. Do not list people who are related to you.

NAME	TELEPHONE NUMBER	HOW LONG HAVE YOU KNOWN THIS PERSON	RELATIONSHIP TO YOU	TYPE OF REFERANCE
				WORK SCHOOL PERSONAL
				WORK SCHOOL PERSONAL
				WORK SCHOOL PERSONAL

Please read and sign the Acknowledgement on the next page.

ACKNOWLEDGEMENT

Please read carefully and sign below

1. I understand that as part of my application for employment, I may be required at any time to submit to a physical examination. Any physical examination will be conducted at the expense of the employer (or prospective employer) and no medical information will be reported to the employer (or prospective employer); instead the health care provider will only provide a determination of your fitness to perform the particular job. I also understand that I may challenge any results of a medical examination. I further authorize Operation Happy Kids Inc. to disclose such information to any other persons if at any time others or I put my medical condition at issue in any proceeding.
2. Any acceptance of employment will be predicted upon the truthfulness of the written or verbal statements contained within this application and pre-employment process. I hereby authorize Operation Happy Kids Inc. to confirm all of the information contained in this application and to thoroughly investigate my references, work record, educational background, credit record and criminal history, subject to applicable federal, state, and/or local laws. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. I understand that should my employer find that any statement I have made is not truthful, any job offer extended to me will be withdrawn and if employed, I may be subject to dismissal.
3. I understand this application is not to be construed or interpreted as a guarantee for employment for a specific time. I further understand that my employment with the organization does not constitute any form of contract, implied or expressed, and such employment will be terminable at will either by me or by boondocks Fun Centers with out without cause or advance notice.
4. I grant Operation Happy Kids Inc. approval, after my termination of employment to release information which they may deem appropriate regarding my employment with or termination from the organization to anyone who has a reasonable basis for making such an inquire. So long as the information disclosed is not known by the organization to anyone who has a reasonable to be inaccurate, the organization shall not incur legal liability of any nature in connection with the furnishing of such information. I release all parties and persons from any and all liability for any as form use of disclosure of such information by employer (or prospective employer) or any of its agents, employees or representatives.
5. I understand that my application for employment will be placed in an active status for a period three (3) months during which time it will be reviewed as job openings occur in my area(s) of job interest. I also understand that should I wish to continue being considered for job openings beyond the three (3) month period, I must re-apply by submitting a new application for employment.
6. I acknowledge that I have read all of the above statements and that I understand them.

Signature of Applicant

Date

Thank you for applying to join the
Operation Happy Kids Team!

-For office use only-

Schedule for Interview: Date _____ Time _____

Interviewed by Date _____ Time _____

Notes:

Scheduled for Orientation Date _____ Time _____