

**RED BALLOON EARLY LEARNING CENTERS, INC.  
APPLICATION FOR EMPLOYMENT**

North

Onalaska

Mail applications to:  
Red Balloon  
573 Braund St.  
Onalaska, WI 54650



*All applications are considered for employment for all positions without regard to race, religion, creed, gender, national origin, age, disability, political orientation, status, or any other legally protected status.*

*Please print.*

**General Information:**

Full Name \_\_\_\_\_

Address (include city, state, and zip code) \_\_\_\_\_

Telephone Number(s) cell \_\_\_\_\_ home \_\_\_\_\_

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

What is the best way to contact you? phone email text other \_\_\_\_\_

Position you are applying for? Admin Teacher Asst. Teacher Kitchen Other \_\_\_\_\_

Date you are available to begin work for Red Balloon \_\_\_\_\_

Desired hourly wage range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

How did you hear about Red Balloon? \_\_\_\_\_

Please circle the desired work schedule you are seeking (*circle all that apply*):

- |           |               |                         |
|-----------|---------------|-------------------------|
| Full time | Substitute    |                         |
| Half time | Flex schedule | Evenings (until 6:30pm) |

Please circle the desired age group you prefer to work with (*circle all that apply*):

- |                |             |             |
|----------------|-------------|-------------|
| Infant/Toddler | 2-year-olds | 3-year-olds |
| 4/5-year-olds  | School Age  |             |

Please circle the center location you prefer to work at (*circle all that apply*):

- |                 |          |                             |
|-----------------|----------|-----------------------------|
| La Crosse North | Onalaska | Willing to float/any center |
|-----------------|----------|-----------------------------|

Do you meet the ECE educational requirements to be a Lead Teacher?      Yes      No  
 If no, are you willing to work toward meeting those requirements?      Yes      No  
 Do you meet the ECE educational requirements to be an Assistant Teacher?      Yes      No  
 If no, are you willing to work toward meeting those requirements?      Yes      No

Current Employer (if employed) \_\_\_\_\_ May we contact them?      Yes      No  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall?      Yes      No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?      Yes      No

Are you over the age of 18 years?      Yes      No

*Pre-Employment Questions:*

1. Have you obtained your **CPR** with AED training for adults, infants, and children in the past two years?      Yes      No      Date of expiration \_\_\_\_\_

2. Have you obtained **First Aid** training?      Yes      No  
 Date taken \_\_\_\_\_ Source of training \_\_\_\_\_

3. Do you have a training certificate in the **SIDS/Back to Sleep** program?      Yes      No  
 Date taken \_\_\_\_\_ Source of training \_\_\_\_\_

4. Do you have a training certificate in **Abusive Head Trauma Prevention**?      Yes      No  
 Date taken \_\_\_\_\_ Source of training \_\_\_\_\_

5. Do you have a training certificate in **Child Abuse Prevention**?      Yes      No  
 Date taken \_\_\_\_\_ Source of training \_\_\_\_\_

6. Have you ever had a criminal background check?      Yes      No      When? \_\_\_\_\_

7. Are you willing to participate in on-going education and meetings as offered by Red Balloon and the community?      Yes      No

8. A basic adult physical is a pre-requirement for working with children in an early learning center. Are you willing to obtain this for your employment within the first 3 months (unless you have had one in the past 6 months and can obtain documentation)?    Yes    No

9. Are you able to perform the physical requirements of working with children ages 2 weeks to 12 years, including the ability to properly lift children (approximately 40lbs) when necessary, and bending properly (bending at the knees to lift)?    Yes    No

10. Are you capable of performing in a reasonable manner, with or without reasonable accommodations, the activities involved in the early learning occupation for which you have applied?    Yes    No

*A job description is available for your review if you have any further questions about your expectations.*

11. Describe any training, skills, and extra-curricular activities you have that will contribute to your employment at Red Balloon.

12. Describe any workshops, continuing education, or in-service training that has been a benefit to you in the child care field.

13. List any professional, educational, or early childhood organizations to which you belong(ed). Please include dates and any positions you have held.

14. List any other additional experience you have working with children, being a caregiver, etc.

*Education Information:*

Name of High School \_\_\_\_\_ Graduated? Yes No Year \_\_\_\_\_

Name of College \_\_\_\_\_ Graduated? Yes No Year \_\_\_\_\_

Degree Granted or Current Course of Study \_\_\_\_\_

If currently in college, expected date of graduation \_\_\_\_\_

*\*please include transcripts if at all possible at the time of application (official or unofficial)\**

Early childhood certifications held? (*circle all that apply*):

Introduction to Child Care Profession

Skills and Strategies for Teachers

Fundamentals of Infant and Toddler Care

CDA

I have Credential through TEACH (*list specific credential*) \_\_\_\_\_

*Experience:*

*\*Start with present or most recent job. Please also include any job-related military service or volunteer work\**

Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Dates Employed \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

May we contact this employer? Yes No

Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Dates Employed \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

May we contact this employer? Yes No

Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Dates Employed \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

May we contact this employer? Yes No

*References:*

1. Reference Name \_\_\_\_\_ Type: Personal *or* Professional  
How do you know this person? \_\_\_\_\_ For how long? \_\_\_\_\_  
Reference Phone Number \_\_\_\_\_ Reference Email \_\_\_\_\_

2. Reference Name \_\_\_\_\_ Type: Personal *or* Professional  
How do you know this person? \_\_\_\_\_ For how long? \_\_\_\_\_  
Reference Phone Number \_\_\_\_\_ Reference Email \_\_\_\_\_

3. Reference Name \_\_\_\_\_ Type: Personal *or* Professional  
How do you know this person? \_\_\_\_\_ For how long? \_\_\_\_\_  
Reference Phone Number \_\_\_\_\_ Reference Email \_\_\_\_\_

***All of the information provided in this application is true to the best of my knowledge and I am voluntarily applying for this position:***

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

<b><i>For Office Use Only</i></b>	
<i>Date Received:</i> _____	<i>Administration Initial:</i> _____
<i>Interview Info:</i> _____	
<i>Additional Comment:</i> _____	
_____	
_____	