

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

Position(s) Applied For _____	Date of Application _____	
How Did You Learn About Us?		
Advertisement _____	Relative _____	Inquiry _____
Employment Agency _____	Friend _____	Other _____

Last Name _____	First Name _____	Middle Name _____
Address _____	Number _____	Street _____
	City _____	State _____
	Zip Code _____	
Telephone Number(s) _____		Social Security Number (Voluntary) _____

Best time to contact you at home is: _____		AM PM
If you are under 18 years of age, can you provide required proof of your eligibility to work? _____	Yes	No
Have you ever filed an application with us before? _____	Yes	No
..... If Yes, give date _____		
Have you ever been employed with us before? _____	Yes	No
If Yes, give date _____		
Do any of your friends or relatives, other than spouse, work here? _____	Yes	No
Are you currently employed? _____	Yes	No
May we contact your present employer? _____	Yes	No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status _____		
<i>Proof of citizenship or immigration status will be required upon employment.</i> _____	Yes	No
Date available for work ____/____/____ What is your desired salary range? _____		
Are you available to work:	Full-Time	(please indicate 1 2 3 shift)
	Part-Time	(please indicate Mornings Afternoon Evenings)
	Temporary	(please indicate dates available ____/____/____ - ____/____/____)
Are you currently on "lay-off" status and subject to recall? _____	Yes	No
Can you travel if a job requires it? _____	Yes	No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	Shorthand	_____	_____
WPM _____	WPM _____	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? YES NO

REFERENCES

- _____
 (Name) _____ Phone _____

 (Address)
- _____
 (Name) _____ Phone _____

 (Address)
- _____
 (Name) _____ Phone _____

 (Address)

Dear Graduate Assistant/Work Study/Education Student,

Welcome to the Campus School! If you like working with children, you are going to LOVE this job. (And when you love your job, it is no job at all!) Here at the Campus School, we believe that children *learn through play*. So, if you like to build block towers, read cool picture books, play games, design Lego structures, sing songs, dress up and create characters, and use your creativity and imagination, this is the place for you.

Whether you plan to be a teacher or just might someday have your own children, The Campus School will provide the opportunity to experience child development – up close and personal. You will work with many unique children, teachers and parents, and you will be a vital part of these young children's lives.

You are very important to us, as you can see, because you will have responsibility for the number one reason we have this school – our kids! This is a child-centered environment and we strive to make the children our number one priority. Our parents are pretty special as well. They are entrusting their most precious possession to us, and we want to earn their trust and respect. You will also work with a variety of teachers, administrators and UWA faculty throughout your semester, providing you with a well-rounded look at Early Childhood Education. We also value your ideas; so don't be shy about sharing the great ideas you are learning in your classes.

As you may see, this is an interactive place to be. We wear many hats and do many different jobs each day.

We are glad you are here!
The Campus School Faculty

PHILOSOPHY

The University of West Alabama's Campus School is a part of the Julia Tutwiler College of Education. The College of Education has as its primary objectives the training of competent teachers for school systems in Alabama, promotion of improved instructional programs within the University service area, and the provision of services to other colleges within the University. The NCATE Practical Experience model provides the conceptual framework for the teacher education program. The Campus School is an extension of this model.

We believe that children are active learners and unique individuals, learning according to a developmental sequence and progressing at their own pace.

We view the teachers as facilitators of the learning process, sensitive to developmental and individual needs of children, and respectful and flexible in their dealings with the children. We believe that the appropriate curriculum addresses the social, emotional, cognitive, and physical needs of the children.

We believe that classroom management/discipline incorporates proper organization of the environment, appropriate activities and clear expression of expectations with natural and logical consequences. Our classroom management policy employs a positive approach, combining consistency with empathy.

We believe that the best way to prepare potential teachers is through hands-on, real life practical experiences. Teacher candidates receive valuable training and experience while they assist with the program implementation.

There should be an atmosphere of mutual support between parents and staff in order to create an effective learning environment. We believe that parents need to be kept informed and have opportunities for involvement in classroom activities.

UNIVERSAL PRECAUTIONS

We utilize universal safety precautions when dealing with the clean-up and disposal of bodily fluids. Additionally, we model instructions in preventive measures to reduce the spread of germs: proper hand washing techniques, proper disposal of waste and trash, covering the mouth and nose when sneezing and coughing. We encourage parents to reinforce these methods at home.

MANDATORY REPORTING REQUIREMENTS

According to the Alabama Minimum Standards regulations, staff and parents are required by law to report known or suspected child abuse or neglect (Code of Alabama 1975, Sections 26-14-1 through 26-14-13, see appendix R, page 116, for details) to the county Department of Human Resources (DHR) or the local chief of police/county sheriff. The report shall be made immediately by telephone or direct oral communication followed by a written report containing all known information. Any person making a report in good faith is immune from civil liability. All investigative reports and certain other records of child abuse or neglect are considered confidential under penalty of law.

EDUCATIONAL PROGRAM

CURRICULUM

The Campus School's curriculum is Creative Curriculum. Using a theme approach, the curriculum is developed to promote growth in all areas of development: social/emotional, language, cognitive and physical. The core of the program uses well-planned learning centers that provide children with opportunities for choice and self-directed play. There are constant changes to the environment to reflect emerging interests. The purpose of this approach is to guide the children through experiences that promote optimum growth and development.

Following principles of the preschool design, the summer participants, ages 6-12 years old, have activities that are developed based on the needs of the children.

The Campus School serves as a learning lab for University students. As such, these teacher candidates will gain hands-on experience with preschool and elementary students while assisting in providing services for the children of UWA Campus School.

GUIDANCE AND DISCIPLINE

The Campus School utilizes developmentally appropriate behavior management practices. Disciplinary procedures utilized do not include corporal punishment. Our guidance techniques provide a socially and emotionally secure environment for growth and development. These guidance techniques include:

- Provide developmentally appropriate activities in which children can actively be involved
- Respect the needs of each individual

- Use opportunities to develop positive self esteem in each child
- Maintain a positive atmosphere through frequent positive interactions and praise
- Establish a predictable and consistent approach to dealing with problems that arise

Natural and logical consequences are used when dealing with behavior problems. Discipline is viewed as a teaching opportunity that encourages growth and responsibility in the child.

DRESS CODE

The University of West Alabama Dress code is Based on the principle that knowledge of appropriate attire for specific occasions and activities is part of the total higher education process and that adherence to proper dress will contribute to the overall positive image of the campus today as well as enhance the student's success in his or her future career. Following are examples of appropriate dress for various sites and occasions:

1. Classroom, cafeteria, and University offices: neat and modest casual or dressy attire.
2. Formal programs in the Bell Conference Center and Bibb Graves Auditorium: business or dressy attire.
3. Career Fairs, campus interviews and most off-campus activities: business attire.
4. Social/recreational activities, residence hall lounges, Student Union Building: neat and modest casual or dressy attire.

Students will be denied admission to University functions if their manner of dress is inappropriate. Examples of inappropriate dress and/or appearance include, but are not limited to, the following:

1. Caps, do-rags, bandanas, or hoods in classrooms or in other academically related or professional meetings. This policy does not apply to headgear considered a part of religious dress.
2. Netted shirts, tube tops cut-off t-shirts, t-shirts with slit sides, pajamas, bare feet, socks without shoes, or cleats in classroom, cafeteria, and University offices.
3. Shorts, mini-skirts, jeans, t-shirts or other casual shirts or tops, caps, evening suits, or flip-flops at major programs such as Career Fairs or Campus

Interview Days, Honors Day, Commencement, or other programs dictating business or dressy attire.

4. Clothing with derogatory, offensive and/or lewd messages either in words or pictures.

5. Sleeveless undershirts for men outside of the private living quarters of the residence halls when not worn with a top shirt.

6. Pants for men and women that may be too revealing and sagging pants and extreme low riders.

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress code and report violations to the Office of the Vice President for Student Affairs, where cases will be processed through established disciplinary procedure.

Work studies duties may include:

- help manage students at lunch, snack, in the restroom, and in the classroom
- interact with students (not sitting in a chair or sofa unless reading a story)
- organize books
- set out centers
- hang up student work
- do a bulletin board
- make copies
- set up and monitor game centers during PE and free play

Things to remember:

- no cell phones, ipods, ipads, and etc., allowed
- absolutely no Facebook
- no use of teacher computers unless you have permission

UWA Campus School Graduate Assistant/Work Study/Education Student
Agreement

I have read the UWA Campus School Handbook and agree to abide by the policies stated in the handbook. I understand that failure to comply with the policies set forth will lead to the dismissal of my child from the Campus School.

Student's Name (Please Print)

Student's Signature

Date

University of West Alabama Confidentiality Agreement

The undersigned employee, consultant, volunteer, or student understands and agrees as follows:

1. In the performance of my assigned responsibilities, I may gain access to sensitive or confidential information and records that may be protected from disclosure by federal or state law. I understand that unauthorized disclosure of such Protected Information can adversely impact the University, individual persons, or affiliated organizations. Examples include, but are not limited to:
 - Educational records protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) (34 CFR Part 99)
 - Student or personnel information—employment records, social security numbers, grades, or other personally identifiable student information, performance evaluations, disciplinary actions, etc.
 - Patient information—medical records, physician-patient conversations, admittance information, patient/member financial information, other personally identifiable health information, etc.
 - Third party information—information protected by non-disclosure agreements or other contractual obligations.
 - University of West Alabama information—financial and statistical records, job applications, unpublished strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary computer programs, source code, proprietary technology, etc.
 - Copyrighted material, experiments, procedures, research material, and other intellectual property.
 - Third party information—computer programs, client and vendor proprietary information, source code, proprietary technology, etc.
2. I shall treat ALL information accessible to me in the performance of my assigned responsibilities as Protected Information, regardless of its format (e.g., electronic, paper, oral), unless and until advised otherwise by my direct supervisor, _____. I shall use Protected Information for the sole purpose of performing my assigned responsibilities. I shall not disclose Protected Information to **ANYONE** without prior authorization from my supervisor, _____.
3. I shall not permit myself or any other person to copy or reproduce Protected Information other than what is required in the regular performance of my assigned responsibilities.
4. I shall not use my access permissions to alter, delete, or enter fraudulent information into any academic, financial, or other educational records pertaining to me.

5. I shall immediately report to my supervisor any unauthorized use, duplication, or disclosure of Protected Information by myself or others.
6. I further understand and agree that I have no right or ownership interest in any confidential information that I may have access to as part of my affiliation with the University and that my obligations to keep such information confidential will remain in effect even after my affiliation with the University of West Alabama ceases.
7. Upon termination of employment, contractual , or voluntary performance period, or student research responsibilities, I will return to UWA all project notebooks, records, data, programs, models, and supplies or equipment in any nature in my possession or under my control pertaining to the Protected Information, except to the extent, if any, specifically authorized in writing by UWA.
8. I understand that any failure to adhere to one or more of the above listed conditions and responsibilities will subject me to disciplinary action that may result in prosecution through appropriate University judicial processes, discharge from employment, expulsion from the University, and civil and criminal legal sanctions.
9. This Agreement is to be governed by and construed according to the laws of the State of Alabama.

Student, Employee, Volunteer, or Consultant Name (Print)

Signature

Date

Supervisor (Print)

Supervisor Signature

Date

The original form will be submitted to the Institutional Review Board (IRB) Chair and a copy in the personnel file.

Witness (Print)

Witness Signature

Date

G. Verification that staff persons have read the Minimum Standards

VERIFICATION THAT STAFF PERSONS HAVE READ THE
MINIMUM STANDARDS

Written and signed verification stating that staff persons have read the Minimum Standards within one month of employment, must be in each staff person's file in the center.

I have read the Minimum Standards for Day Care Centers and Nighttime Centers. I understand that I must comply with these regulations while I am employed at

(Name of center)

Failure to do so could result in immediate termination of employment.

Signature of staff person Date

Signature of Licensee/Director Date

THESE ARE A FEW OF MY FAVORITE THINGS

Name _____

Monogram _____

Birthday _____

Favorite Color _____

Favorite Snack _____

Favorite Candy _____

Favorite Drink _____

Favorite Restaurant _____

Favorite Store _____

Favorite Magazine _____

Favorite Sports Team _____

Favorite Flower _____

Favorite Scent _____

Hobbies _____

Do you like to go to the movies? _____

Do you collect anything? _____

Do you have pets? _____

Is there anything else you want to share? _____
