

PATTICAKE'S

EARLY LEARNING CENTER

EMPLOYMENT APPLICATION

& NEW-HIRE ONBOARDING PACKET

APPLICANT / EMPLOYEE NAME

Position Applied For: _____ Date: _____

22420 Fenkell Avenue • Detroit, Michigan 48223 • 313-378-4313

Please complete all applicant sections in ink. Post-offer forms should be returned separately in a sealed envelope.

PACKET INSTRUCTIONS & COMPLETION CHECKLIST

Keep applicant materials separate from confidential post-offer and payroll records.

PART A — APPLICANT COMPLETES BEFORE INTERVIEW

- ☐ Employment application and contact information
- ☐ Job interest, availability, and scheduling commitments
- ☐ Education, credentials, childcare experience, and professional references
- ☐ Employment history and applicant certification

PART B — COMPLETE ONLY AFTER A CONDITIONAL OFFER

- ☐ Employee emergency contact form
- ☐ Direct deposit authorization (confidential payroll form)
- ☐ Required licensing and personnel-document checklist
- ☐ Workplace and childcare policy acknowledgments
- ☐ Official federal and state forms supplied separately by administration

IMPORTANT RECORD-HANDLING INSTRUCTIONS

- Do not place Social Security numbers, banking information, medical information, or identity-document copies in the interview file.
- Banking information must be delivered directly to payroll/administration and stored securely with limited access.
- Do not email completed banking forms unless the center provides an approved secure method.
- The official Form I-9, Form W-4, Michigan childcare-background-check documents, and any legally required background-check disclosure/authorization are separate forms.

Packet received by _____

Date received _____

Status ☐ Incomplete ☐ Ready for interview ☐ Conditional offer ☐ Not selected

PART A — EMPLOYMENT APPLICATION

This application is considered without regard to legally protected characteristics.

APPLICANT INFORMATION

Full legal name _____

Preferred name _____

Street address _____

City / State / ZIP _____

Phone _____

Email _____

Preferred contact ☐ Phone ☐ Text ☐ Email

Position applied for _____

Date available to start _____

Employment desired ☐ Full-time ☐ Part-time ☐ Substitute ☐ Seasonal

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you now or in the future require employment sponsorship? ☐ Yes ☐ No

Can you perform the essential duties of the position with or without reasonable accommodation? ☐ Yes ☐ No

Do not describe a disability or medical condition on this form. Accommodation requests may be discussed through the appropriate process.

JOB INTEREST

Why do you want to work with young children and families?

Why are you interested in working at PCELC?

What age groups are you most experienced and comfortable working with?

AVAILABILITY & SCHEDULING COMMITMENT

Reliable attendance is essential for licensing ratios, supervision, and child safety.

WEEKLY AVAILABILITY

Day	Earliest Start	Latest End	Available?
Monday	_____	_____	☐ Yes ☐ No
Tuesday	_____	_____	☐ Yes ☐ No
Wednesday	_____	_____	☐ Yes ☐ No
Thursday	_____	_____	☐ Yes ☐ No
Friday	_____	_____	☐ Yes ☐ No
Saturday (if needed)	_____	_____	☐ Yes ☐ No

Can you work opening shifts? ☐ Yes ☐ No

Can you work closing shifts? ☐ Yes ☐ No

Can you occasionally stay beyond your scheduled shift when required for safe ratio coverage? ☐ Yes ☐ No

Do you have any recurring scheduling restrictions? ☐ No ☐ Yes — explain below

Scheduling restrictions

Do you have reliable transportation to report on time? ☐ Yes ☐ No

Are you willing to complete required orientation, training, staff meetings, and professional development? ☐ Yes ☐ No

Describe how you would notify leadership if an emergency affected your attendance or punctuality.

EDUCATION, CREDENTIALS & CHILDCARE QUALIFICATIONS

EDUCATION

School / Institution

City & State

Program / Major

Credential /
Completion

CURRENT CREDENTIALS AND TRAINING

- ☐ High school diploma or GED
- ☐ Child Development Associate (CDA)
- ☐ Associate or bachelor's degree in early childhood/related field
- ☐ Current CPR certification
- ☐ Current first aid certification
- ☐ MiRegistry profile / verified training record
- ☐ Safe sleep training (if working with infants)
- ☐ Bloodborne pathogens training
- ☐ Food-allergy and emergency-response training
- ☐ Other relevant credential or endorsement

Other credential / expiration date _____

Describe your childcare, classroom, caregiving, or youth-program experience.

Describe your experience responding to challenging behavior using positive guidance.

EMPLOYMENT HISTORY

List the most recent employer first. Attach a résumé if additional space is needed.

EMPLOYER 1

Employer name _____

Address / City / State _____

Supervisor name and title _____

Phone _____

Job title _____

Dates employed (month/year) _____

Starting pay _____

Ending pay _____

Main duties

Reason for leaving

May we contact this employer? ☐ Yes ☐ No ☐ After conditional offer

EMPLOYER 2

Employer name _____

Address / City / State _____

Supervisor name and title _____

Phone _____

Job title _____

Dates employed (month/year) _____

Starting pay _____

Ending pay _____

Main duties

Reason for leaving

May we contact this employer? ☐ Yes ☐ No ☐ After conditional offer

EMPLOYMENT HISTORY — CONTINUED

Use this page for a third employer and any additional employment details.

EMPLOYER 3

Employer name _____

Address / City / State _____

Supervisor name and title _____

Phone _____

Job title _____

Dates employed (month/year) _____

Starting pay _____

Ending pay _____

Main duties

Reason for leaving

May we contact this employer? ☐ Yes ☐ No ☐ After conditional offer

PROFESSIONAL REFERENCES & APPLICANT CERTIFICATION**PROFESSIONAL REFERENCES**

Name	Relationship	Organization	Phone / Email	Years Known
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APPLICANT CERTIFICATION AND AUTHORIZATION

I certify that the information I provided is true, complete, and accurate to the best of my knowledge. I understand that material misrepresentation or omission may result in removal from consideration or employment action, consistent with applicable law. I authorize PCELC to verify job-related information, education, credentials, and references. I understand that any legally regulated background check will use separate required notices, authorizations, and official state processes. I understand that this application is not an employment contract and does not guarantee employment or any specific work schedule.

Have you reviewed the information above and had an opportunity to ask questions? ☐

Yes ☐ No

Signature

Date

Printed Name

Position

EQUAL EMPLOYMENT OPPORTUNITY NOTICE

PCELC considers qualified applicants without unlawful discrimination. Do not include information about race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, marital or family status, or other protected characteristics unless requested on a separate lawful voluntary form.