

## **EMPLOYEE QUESTIONNAIRE**

Please complete the following and return with your application

- 1.) What position are you applying for?  
\_\_\_\_\_
  
- 2.) The center will be opened from 6:30am to 6:00pm. What hours do you desire? \_\_\_\_\_
  
- 3.) Are you looking for full or part time  
\_\_\_\_\_
  
- 4.) Have you ever been convicted of a felony?  
\_\_\_\_\_
  
- 5.) Child Care Licensing requires all employees to submit fingerprints (at their expense) in order for Town and Country to search the Central Registry of Child Protection. Do you have any objection to this?  
\_\_\_\_\_
  
- 6.) All employees will be required to submit a current medical statement, signed and dated by a licensed physician or other health care professional, verifying that they are in good mental, physical and emotional health appropriate for the position for which they have been hired. Do you have any objections to this?  
\_\_\_\_\_
  
- 7.) If hired, you will be required to be certified and maintain certification throughout your employment in CPR, First Aid and Universal Precautions. Do you have any objections to this? (Locations where you can complete these requirements will be given if hired)  
\_\_\_\_\_
  
- 8.) What would you do if you suspected a student at Town and Country Preschool was being abused at home?  
\_\_\_\_\_  
\_\_\_\_\_
  
- 9.) What do you expect from the director of the preschool?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 10) A parent comes to you furious about her tuition statement. How do you handle the situation?  
\_\_\_\_\_  
\_\_\_\_\_

11) What are your responsibilities while on the playground with the children?

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12.) Under what circumstances may the children be left unattended on the playground?

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13) Joey is being picked up by his Aunt Jamie today. She arrives and Joey runs to her shouting, " Aunt Jamie, Aunt Jamie." What must you do before you release Joey?

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**Only teachers and assistant directors need to answer questions #14 & 15**

14) The monthly theme is, *The Five Senses*. List one activity you might include in your lesson plan for each area:

ART: \_\_\_\_\_

PHONICS: \_\_\_\_\_

SCIENCE: \_\_\_\_\_

15) What do you expect from the aide who will be assisting you?

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**Only teachers assistants need to answer question #16**

16) What do you expect from the teacher you will be assisting?

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