

# STAFF APPLICATION

## (INITIAL ORIENTATION)

### Shine Day Care, LLC

2404 Bergenline Avenue, Union City, NJ

201-348-1500 | [shinedaycare@gmail.com](mailto:shinedaycare@gmail.com)

Thank you for your interest in and application for employment with Shine Day Care, LLC. We are an equal opportunity employer and give employment and promotional consideration without regard to race, color, sex, religion, age, disability, disabled veterans, or veterans of the Vietnam era. We seek applicants for employment who are dedicated, hardworking and seek fulfilling employment. In return Shine Day Care, LLC offers a competitive income, an excellent working environment and the opportunity to advance.

Applicant's name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birth Date \_\_\_\_\_

**EMPLOYMENT DESIRED**

POSITION FOR WHICH APPLICATION IS BEING MADE: (Please check)

- DIRECTOR DESIGNEE                       OFFICE STAFF /ADMIN SUPPORT                       CONSULTING HEAD TEACHER  
 PROGRAM SUPERVISOR                       GROUP TEACHER                       ASSISTANT TEACHER  
 CLEANING STAFF                       KITCHEN STAFF                       MAINTENANCE STAFF

**I AM AVAILABLE TO WORK:** (Check All Applicable)

FULL TIME     PART TIME     TEMPORARY     WEEKDAYS     WEEKENDS     MORNINGS  
 AFTERNOONS     EVENINGS     NIGHTS                      DATE AVAILABLE: \_\_\_\_\_

EXPECTED COMPENSATION: \_\_\_\_\_ ARE YOU AT LEAST 18 YEARS OLD?  YES  NO

ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? (check)  YES  NO

HAVE YOU EVER BEEN EXCLUDED FROM FEDERAL HEALTH CARE PROGRAMS BY THE INSPECTOR GENERAL OF THE DEPT. OF HEALTH AND HUMAN SERVICES?  YES  NO

**Staff Credentials: Submit copies of all previous training courses and certificates (if applicable)**

Education	School	Years Attended	Name of School	Course/Degree/Hours
	High School			
	College			
	Other Child training			

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Experience	Name & Address of Employer	Dates		Job Duties
		From	To	

Have you ever been convicted of a crime or a disorderly person offense? \_\_\_\_\_ Yes      \_\_\_\_\_ No  
 If yes, please describe and fill out the Staff Criminal Conviction Record Form

I have received, read, and understood the following documents. (Initial next to each document received)

1. Criminal Disclosure Statement \_\_\_\_\_
2. CARI Authorization \_\_\_\_\_
3. NJ Universal Fingerprint Form (CHRI background check) \_\_\_\_\_
4. Education and Experience \_\_\_\_\_ Yes
5. Recognizing and responding to injuries and emergencies including allergic prevention and response to emergencies due to food-related allergies and reactions. \_\_\_\_\_
6. Policy on the use of Technology and Social Media \_\_\_\_\_
7. Information to Parents. \_\_\_\_\_
8. Discipline Philosophy. \_\_\_\_\_
9. Guidelines for Positive Discipline. \_\_\_\_\_
10. Policy on the release of children. \_\_\_\_\_
11. Toilet training Policy. NJ Universal Fingerprint Form (CHRI background check) \_\_\_\_\_
12. Supervision and Tracking of Children. \_\_\_\_\_
13. Evacuation and Relocation Procedures. \_\_\_\_\_
14. Shelter in Place, Lockdown and Disaster Procedures. \_\_\_\_\_
15. Staff Ratio and Grouping of Children. \_\_\_\_\_
16. Recognizing and Reporting Child Abuse or Neglect. \_\_\_\_\_
17. Implementing Health Practices, including Medication Administration and responding to Symptoms of Illness. \_\_\_\_\_
18. Policy on management of communicable disease. \_\_\_\_\_
19. Shine Day Care's Health and Safety Plan. \_\_\_\_\_
20. Staff Covid-19 Protocol.
21. Children Covid-19 Protocol.