

UNIT 1 Exploring Career Opportunities

Unit 1

Child Care Portfolio Project

Preparing Job Application Materials

Directions—Part 1 The first step in preparing job application materials is to gather the information you need to include in your application form, résumé, and cover letter. Fill out the fact sheet below. Refer to the completed fact sheet when you are preparing your application materials.

1. Personal Information

Name: _____

Street Address or P.O. Box: _____

City, state, zip code: _____

Telephone number (including area code): _____

E-mail address: _____

2. Employment Objective

List four positions you might be interested in applying for and the reasons.

3. Skills

Place a check mark next to each skill that you have. List any other relevant skills in the space provided. Checklist continues on the next page.

Child Development Knowledge	Have Skill
Knowledge of child development	
Experience observing and recording children’s behavior	
Child Care	Have Skill
Identifying and attending to children’s needs	
Guiding children’s behavior	
Caring for infants, toddlers, and preschoolers	
Caring for children with special needs	

Child Care Portfolio Project (continued)

Management	Have Skill
Planning a program or administering a program	
Working with parents/guardians	
Supervising employees or volunteers	
Classroom and facilities maintenance	
Teaching	Have Skill
Setting up classroom or activity areas	
Planning learning activities for children	
Planning recreational activities for children	
Preparing classroom materials	
Leading classroom activities	
Nutrition, Health, and Safety	Have Skill
Planning nutritious meals and snacks	
Preparing meals for children	
Identifying and eliminating safety hazards	
Teaching health and safety	
Certification in first aid	
Certification in CPR	
General	Have Skill
Operating a computer, copier, or fax machine	
Answering telephones	
Driving a van	
Bookkeeping	
Filing/record keeping	
Other Skills	

Child Care Portfolio Project (continued)

4. Education and Training

List your education and training. Include completion dates and relevant coursework.

5. Work Experience

List your work experience starting with the most recent job first. Remember to include volunteer work and paid employment. Include the dates of employment and employers' contact information.

6. Activities and Interests

List your personal interests and leisure activities that relate to the job(s) you are seeking.

7. References

After receiving permission from three individuals, record the following information on a separate sheet of paper for each reference:

- Name
- Position and place of employment
- Street Address or P.O. Box
- City, state, zip code
- Telephone number (including area code)
- E-mail address

Name _____ Date _____ Class _____

Child Care Portfolio Project (continued)

Directions—Part 2 Demonstrate your written communication skills by filling out the job application below. Do not leave anything blank. If an entry is not applicable, write the letters N/A.

Sunny Day Preschool Employment Application

Unit 1

PERSONAL DATA

Date of Application: _____

Please print or type clearly.

Name: _____

Last Name
First Name
Middle Initial

Address: _____

Street
City
State
Zip code

Contact Information: (_____) _____ (_____) _____

Home
Mobile
E-mail

POSITION SOUGHT: _____ **Available Start Date:** _____

Desired Pay Range: _____ **Are you currently employed?** _____
By hour or salary

EDUCATION

	Name and Location	Degree	Major/Subjects of Study
High School			
College/ University			
Specialized Training/ Trade School			
Other Education			

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Name _____ Date _____ Class _____

Child Care Portfolio Project (continued)

List special skills or other information that pertains to your ability to perform the duties of the desired position.

Unit 1

EMPLOYMENT HISTORY (List most recent jobs first.)

Employer _____ Employed from: _____ to: _____

Address _____ Wages or salary _____

City _____ State _____ Zip code _____ Telephone _____

Supervisor's name: _____

Description of duties: _____

Reason for leaving: _____

_____ May we contact this employer? _____

Employer _____ Employed from: _____ to: _____

Address _____ Wages or salary _____

City _____ State _____ Zip code _____ Telephone _____

Supervisor's name: _____

Description of duties: _____

Reason for leaving: _____

_____ May we contact this employer? _____

Name _____ Date _____ Class _____

Child Care Portfolio Project (continued)

Employer _____ Employed from: _____ to: _____

Address _____ Wages or salary _____

City _____ State _____ Zip code _____ Telephone _____

Supervisor's name: _____

Description of duties: _____

Reason for leaving: _____

_____ May we contact this employer? _____

Are you legally eligible for employment in the United States? Yes No

Have you ever been convicted of a felony? Yes No

If yes, please explain: _____

REFERENCES

Name	Current Position and Employer	Phone Number

I confirm that all my answers to the questions in this employment application are accurate and complete. I also understand that the submission of any false information in connection with this employment application may be cause for immediate discharge at any time thereafter should I be employed by Sunny Day Preschool. I understand that my employment will be contingent upon the accuracy, completeness, and acceptability of the information furnished to you along with a criminal background check. Permission is granted to Sunny Day Preschool to verify all statements in this employment application.

Signature: _____ **Date:** _____