



Roots and Wings Child Development

3703 International Way Medford, OR 97504
541-779-3544 | www.rootsandwingspreschool.org

Application for Employment

Roots and Wings Child Development is a non-profit organization tax exempt under 501 (c) (3) of the IRS. The organization is an early childhood education school program comprised of community members, parents, board members, executive director and staff. It does not discriminate on the basis of race, religion, ethnicity, sex, national origin, or family culture. Roots and Wings require the cooperation and involvement of all its staff and student families for its continued success. Inclusion into the school requires the acceptance of its policies and procedures.

Personal Information

Name _____ Date _____

Address _____

City, State, Zip _____

Phone Number _____ Cell Phone _____ Email _____

Do you have a valid driver's license? ☐ Yes ☐ No Which State? ____

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

Employment Information

Position(s) of Interest _____ Date you can start _____

What is your preferred schedule? ☐ Full-Time (30-40 hours) ☐ Part-Time (29 hours or less) ☐ Either

Are you currently Employed? ☐ Yes ☐ No If Yes, May we contact your current employer? ☐ Yes ☐ No

Have you ever had a work relationship with Roots and Wings? ☐ Yes ☐ No If Yes, When? _____

Have you ever been a parent of a child attending Roots and Wings? ☐ Yes ☐ No If Yes, When? _____

Have you ever been a student of Roots and Wings? ☐ Yes ☐ No If Yes, When? _____

Certifications or documents for the following will be required for submission once hired. Please check the appropriate box at this time.

Food Handlers Permit ☐ Yes ☐ No

CPR/First Aid ☐ Yes ☐ No

Recognizing & Reporting Child Abuse and Neglect ☐ Yes ☐ No

Intro to Child Care Health & Safety Training ☐ Yes ☐ No

OR Registry Online (ORO) ☐ Yes ☐ No Step # _____

Oregon Criminal Background Check ☐ Yes ☐ No Registry # _____

Please list any additional information (such as licenses, professional certifications, etc.) that you consider important for the job to which you have applied:



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Please list three professional references

Name: _____ Relationship: _____ Phone: _____

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Applicant Agreement

I have included a current resume which includes, but is not limited to my most recent employment and professional work relationships, history of education and professional and personal individuals as my references.

I have also included a cover letter that explains my interest in employment with Roots and Wings Child Development and what qualifies me for the intended position.

I understand that should I be hired, either I or the employer may terminate my employment at any time or for any reason consistent with state or federal law. I certify that the information in this application is correct and complete to the best of my knowledge and I understand that intentionally falsifying information could result in refusal of employment or discharge from employment. I also understand that to be lawfully employed in the U.S., I must show the employer documents proving my legal authorization to work in the U.S. I also authorize the employers, schools, and individuals named in this application to provide information to my prospective employer regarding my employment, education, character, and qualifications and I release them from all liability for damages in providing this information.

Signature of Applicant

Date