



Brandeis University, MS#044,
Waltham, MA 02454-9110
781-736-2200 // leMBERG@brandeis.edu

Job Application - First Time

LCC OFFICE USE ONLY	
Date Received:	___/___/___
Date Entered:	___/___/___
COPY OF ID? Y / N	
Entered By: _____	
Orientation:	
Date:	___/___/___
Time :	_____

Please Note: During the Brandeis University school year, the Lemberg Children's Center hires students who have **Federally Sponsored Work Study Allotments (FWS)** as part of their financial aid package. If you do not have FWS, you may volunteer or be a substitute teacher/caregiver. During Brandeis vacations & Holidays the center hires people not on Federal Work-Study.

Check If appropriate:** **I am on Federal Work Study

First Name: _____ Surname: _____ Date of Birth: ___/___/___

Pronouns (example:she/he/they): _____ Class of: _____ Major: _____

Social Security #: xxx - - - - - Mobile Phone: _____ Mailbox #: _____

Preferred E-mail: _____ Brandeis ID: 603305 _____

Local Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Are you a U.S. Citizen? Y / N (if not, Alien registration # _____)

To be hired for employment you will need to provide:

- A Government picture ID and Soc Sec card or passport for hire processing.
- A recent physical exam or doctor's note verifying your good health and ability to work with young children and a list of immunizations.
- Please also note any allergies or medical conditions which we need to know about to keep you safe.

Position(s) Applying for: (check all you are considering)

- Caregiver/Teacher/Trainee (working directly with children)
- Substitute Teacher (during school - fill out schedule with hours available to sub)
- Intern for course credit (for course # _____)
- Office Assistant (typing, filing, data entry, copying, Inventory & Library Coordinator.)
- Health/Safety Assistant
- Volunteer : with children or in Office

How many hours per week do you want to work? _____

Please list your experience in the position you desire or attach a resume:

IF YOU ARE APPLYING FOR A TEACHER TRAINEE POSITION:

What languages other than English do you speak, read or write? _____

What musical instruments do you play? _____

Are you certified for: First Aid ___/___/___ date CPR ___/___/___ date

Do you have any special skills/talents/hobbies? (Examples: sewing, singing, dance, gymnastics)

Why do you want to work with young children?

Please list any college courses you have taken in early childhood, general education, psychology, or sociology:

Title _____ College _____ date _____

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IF YOU ARE APPLYING FOR AN OFFICE POSITION:

How many words/min. do you type? _____

- I am comfortable talking on the phone in a professional manner.
- I manage my time well.
- I know how to import spreadsheets from MS Excel to MS Word.
- I can create reports from MS Access queries.

Please list any other programs you are familiar with _____

Is there anything else, which you think would make you an especially good candidate for the position you are applying for? _____

LEMBERG CHILDREN'S CENTER, Inc.

The Lemberg Center maintains a list of "baby-sitters" for Lemberg parents and others in the campus community.
 Please indicate if you would like to be put on this list.
 (Wages are arranged privately with the parents, but often correspond to work-study rates.)

I would would not like to be on the Baby-sitter List

I do do not have a car to get to the homes

Job or Personal Reference

Please list 2 job or personal references. These people will be asked to verify the information you have provided or may serve as a character reference. Brandeis Faculty, Staff, and Students that work at Lemberg are excellent references.

Name	Organization	Phone	Job you held
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E-mail Address	Mailing Address
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Name	Organization	Phone	Job you held
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E-mail Address	Mailing Address
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Criminal Convictions

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry relative to prior arrests, criminal court appearances or convictions. In addition, "any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution." - Mass. General Laws, Chapter 276, Sec 100A.

Should you report "yes" to the questions below, it does not mean that you will automatically be not considered for employment. The Lemberg Children's Center does not discriminate against otherwise qualified applicants solely because of a criminal conviction. However, the Children's Center does not tolerate false statement in this or any other part of this application. Additionally, the Center is required by 606 CMR 14 & 102 CMR 7.03(h) to submit the name of an employee or applicant to the MA Department of Early Education and Care (EEC) for the purpose of conducting a criminal record investigation (CORI) & sexual offenders record investigation (SORI) and Fingerprinting. EEC will notify the Children's Center in the event of your having had a criminal record which is relevant to the performance of work with young children.

Have you ever been convicted of a felony? Y / N
Within the last five years, has the use of alcohol/drugs interfered with the performance of a job or resulted in your being asked to leave? Y / N

AGREEMENT

I certify that the answers given in this application are true and complete. I authorize the investigation of all statements contained in this application. In the event of employment, I understand that false or misleading information given in this application or in the interview(s) may result in discharge.

Signature of applicant _____

LEMBERG CHILDREN’S CENTER, Inc.

Daily Class Schedule Circle One: Fall 20__ Spring 20__

Name: _____ Class of: _____ # of Hrs Desired: _____

Phone: () _____ E-mail: _____

I Am on Federal Work Study Volunteering or Course # _____ Other

Please write in the boxes below ALL the hours you are available to work. We will assign you a schedule within those hours. You can also indicate preferred hours for Lemberg.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 7:59					
8:00 - 8:59					
9:00 - 9:59					
10:00 - 10:59					
11:00 - 11:59					
12:00 - 12:59					
1:00 - 1:59					
2:00 - 2:59					
3:00 - 3:59					
4:00 - 4:59					
5:00 - 5:59					

** If there is anything else we should know please feel free to attach a cover letter or another page.**