

Application Part I – Career Profile



SECTION A: PERSONAL DATA

Name	Street Address and Apt. Number	City, Province, Postal Code
Date	Home Phone Number	Business Phone Number
Are you legally eligible to work in Canada? Yes No	Date available to begin work	Minimum annual salary expected
E-mail Address		
Are you between the ages of 18 and 65? Yes No	Are you a registered member of the College of Early Childhood Educators in good standing? Yes No	Position(s) applying for

SECTION B: EDUCATION • please do not include school names

High School/Community College/ University/Business, Trade or Technical School		
Name of program	Highest level completed	Academic achievements or awards received
Length of program	Overall average	
Name of program	Highest level completed	Academic achievements or awards received
Length of program	Overall average	

Other:

List any other career-related workshops you have attended, including name of course, date taken, and description of program.

Hobbies/Skills and Interests

SECTION C: EMPLOYMENT HISTORY

Starting with your current or recent employer and working backwards, provide us with the following information.

Name, address and telephone number of employer	Type of business	Employed from to
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List all positions held with this employer, including dates during which each position was held

Name and title of supervisor(s)	Reason for leaving (or considering leaving if currently employed)
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Duties/responsibilities including how often performed	List any significant achievements made or attained in this position
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Name, address and telephone number of employer	Type of business	Employed from to
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Duties/responsibilities including how often performed	List any significant achievements made or attained in this position
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Duties/responsibilities including how often performed	List any significant achievements made or attained in this position
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SECTION D: WORK-RELATED SKILLS

1. Describe a time in which you enhanced team building in the workplace. What did you do and how did it work out for you?

2. Describe a recent choice or decision that you made that had a positive effect on other people in the workplace. What did you do and how did it work out?

3. Circumstances do not always work out the way we plan them. Describe a time you had to adapt to change.

4. Describe a recent time when you were expected to take initiative. What did you do and how did the situation work out for you?

5. Describe the most recent disagreement you had with a co-worker. How did you handle it, and how did it work out for both of you?

SECTION D: WORK-RELATED SKILLS CONTINUED....

6. An infant has been in your program since the age of 5 months. Suddenly at the age of 9 months she is having difficulty when her parents drop her off at the centre. What is happening and what steps can you take to support both the child and her parents?

7. Tell me about an activity that you planned and executed with at group of toddlers that was successful. What were your goals for the activity? How did you measure the success of your activity? What did the children learn?

8. You notice a little boy in your senior preschool classroom who has been at the centre for several months now, playing alone a lot. What is happening and what if anything should you do?

9. You have a new 8 year old boy starting in your before and after school program on Monday. What steps will you take to introduce this new child to you, the program and the other children?

SECTION E: COMPUTER SKILLS

Please list and rate yourself [] any computer software packages with which you have experience.

Note: 1 = Have not used it 2 = Minimal knowledge 3 = Good working knowledge

	1	2	3
	1	2	3
	1	2	3
Internet	1	2	3

SECTION F: PROFESSIONAL MEMBERSHIPS

Please list any and all professional associations you are currently a member of. For example the Association of Early Childhood Educators, Ontario (A.E.C.E.,O).

SECTION G: REFERENCES

For reference purposes, may we approach your present/last employer? yes no
 Your former employer? yes no

List *career-related* references and telephone numbers if different from those listed as present and former employers. Exclude family members.

- 1.
- 2.

I understand that I may be required to provide legal proof of my ability to work in Canada and submit to a medical examination, if a conditional offer of employment is made.

I certify that the information contained in this application is true and complete, to my knowledge. I understand that a false statement may disqualify me from my employment or cause my dismissal.

I authorize any person, educational institution, or organization I have listed as a reference, to disclose in good faith any information they may have regarding my qualifications for employment. I will hold you and any of my former employers, educational institutions and any other persons giving references, free of liability for providing this information and any other reasonable and necessary information related to my application for employment.

Signature

Date