

University of Houston Child Care Center

Application for Student Employment

Name: _____

Address: _____

Home Phone: _____ Cellular Phone: _____

Email Address: _____

In order to be **eligible** for a student employee position at the UH Child Care Center you must be enrolled as a student at the University of Houston Central Campus and be in **good academic standing**. For a student to then **qualify** for employment at UH Child Care Center the following must be met:

- A genuine love of children and respect for the family
- A high energy level
- An understanding of the custodial duties required in a child care setting in order to prevent the spread of germs
- A willingness to perform these custodial duties
- A willingness to participate in training/staff development

The starting pay rate for student staff at UH Child Care Center is \$6.75 an hour. Is this acceptable? ___ Yes ___ No

Are you 18 years of age or older? ___ Yes ___ No

What degree are you working toward? _____

What is your status (circle one): Freshman Sophomore Junior Senior Other

Are you in good academic standing with the University of Houston? ___ Yes ___ No

Have you worked with children before? ___ Yes ___ No

Explain why you would like an opportunity to work at UH Child Care Center:

Describe your work experience with children:

List any other qualifications/work experience that you have:

List any Special Talents you may have and/or Campus Activities you are involved in:

Have you ever been convicted of a criminal offence (other than a traffic violation) including DWI/DUI or received deferred adjudication within the last seven years?

Yes No

If yes, please explain in detail:

You must provide the name and phone number of one work/school reference:

Name: _____

Phone: _____

****NOTE TO APPLICANTS**** *Your application will be on file for a maximum of 30 days.*

FOR OFFICE USE ONLY	FOR OFFICE USE ONLY
RECEIVED DATE:	Program: <input type="checkbox"/> Infant <input type="checkbox"/> Toddler <input type="checkbox"/> Pre-K
VIEWED BY:	Messages
AVAILABILITY: <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> MID <input type="checkbox"/> OTHER	Additional Comments

Expectations of Student Employees While on Duty at the UH Child Care Center

- Be positive, happy and friendly! We count on our student staff to bring fresh energy into the Center throughout the day.
- Treat every child with dignity and respect at all times, even if you are redirecting or correcting them. Let the children know what they **can** do and how they **can** solve their problems.
- Conduct all communications with parents and other UH Child Care Center staff in a courteous and professional matter.
- Do not discuss any child's behavioral, development or personal issues with the parents. If you have any concerns or questions about a child discuss them with the teacher or your immediate supervisor/Master Teacher.
- Interact with the children; you are here to guide the children through their adventures in learning, **not** just to baby-sit.
- Get down on the level of the child. Positive interaction cannot occur when an adult is standing over a child. You need to be down at the child's level at the table or on the floor.
- Be a flexible team player. You may be asked to help in another classroom and this should be done with the same enthusiasm you bring to your classroom. We are here for all the children not just those in one room.
- Remember to smile and be pleasant at all times; always greet the child and the parents first.

**All students must adhere to these guidelines whether it's within the classroom, working in the kitchen, and/or working at the Front desk.

I have read, understand and agree to follow these expectations if I become a

UH Child Care Center student employee: _____
(Signature)

Student Staff Dress Code and Appearance

You did not get a job at the mall. Remember this is a child care center, looking respectable and being prepared for the child care work environment is what we expect at all times. As a UH Child Care Center employee you are a representative of our program and personal appearance is very important to our overall professional image. The following standards are to be observed:

- Wear clothing and shoes that will enable you to participate in safety drills, physical/custodial or classroom activities/duties.
*We strongly recommend that closed toe shoes be worn at all times.
- Be prepared for the seasonal and daily weather conditions of Houston by bringing a jacket/sweater/raincoat.
- Clothes that are really tight or revealing are not acceptable.
- Shirts, blouses and tops must cover the breast, shoulder, back and tummy.
- Shorts, dresses or skirts shorter than 4 inches above the knee are not acceptable.
- Logo shirts must not have profanity, violence or provocative images on them.

I have read and understand the dress code policy for UH Child Care Center.

Name: _____

Signature: _____

Date: _____