

ASUM Child Care Preschool and Family Resources

University Center, Room 119 • University of Montana • Missoula, MT 59812-0412

(406) 243-2588 Fax (406) 243-2531 www.umt.edu/childcare

ASUM Child Care Preschool Center Employment Application

Employment Application -- Must take at least 7 credits to apply & must not work at UM jobs more than 29 hrs. per week.

1. **Sem ester:** Aut Sem Winter Break Spr Sem Spring Break Summer (you must apply each semester)
2. How many credits are you taking this semester? _____ Do you have work study funding? Yes No
3. Have you worked or are you currently working for any department within the Montana University System? Yes No
4. **Position Applying for:** Teacher's Aide Housekeeping Office Assistant
5. **Name:** _____ **Phone:** _____
6. **Local Address:** _____ **E-mail Address:** _____
7. **Address during Breaks:** _____ **Phone:** _____
8. **Major:** _____ **Year in school:** _____
9. **Previous Employer:** _____ **Phone:** _____
Do you give consent for us to contact this employer? Yes No
10. Have you worked in a licensed or registered child care program for at least 2 years? Yes No
Any other related training/experience _____
11. Are you Infant/Child/Adult CPR and First Aid Certified? Yes No
Are you willing to become certified within 30 days of hire Yes No

14. **Class Schedule:** Please indicate with an X the hours when you have classes or you are unavailable to work.

Leave blank the hours you are available to work.

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

If hired you will be required to submit proof of a tetanus immunization within the last 10 years, submit proof of immunization against MMR, sign a release for a background check, a tribal check if you have lived on a reservation and obtain a finger print card if you have lived out of state in the last 5 years.

Signature: _____ Date: _____