



Bar-T, Inc.

Application for Employment

18753 North Frederick Avenue
 Suite 203
 Gaithersburg, MD 20879

Phone (301) 948-3172
 Fax (301) 948-6871
 www.bar-t.com

Personal			Date:	Referred By:
Last Name	First	Middle	Email Address:	
Street Address			Home Telephone: ()	
City, State, Zip			Cell Phone: ()	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female			Are You 20 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are You Over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, employment may be subject to verification of age.	
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Month and Year _____ Program/Location _____			Have you been employed with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when:	
State the names of relatives and friends working for us:			Pay Expected:	
Other special training or skills that may be pertinent to the job(s) to which you are applying (i.e. certifications).			When will you be available to begin work?	
Position you are applying for: School Year Program: (*see checklist for qualifications inside) <input type="checkbox"/> Director <input type="checkbox"/> School Age Teacher <input type="checkbox"/> Aide <input type="checkbox"/> Pre-K Teacher <input type="checkbox"/> Pre-K Assistant <input type="checkbox"/> Other			Summer Program: <input type="checkbox"/> Counselor <input type="checkbox"/> Specialist	
Have you ever been convicted of a crime or sex abuse offense? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," describe in full.				
If you are applying for a Pre-K Teacher position, do you hold a degree or current certification to teach in Early Childhood Education? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Revised 12/22/2011				

Education

School	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College Circle # of yrs. 1 2 3 4				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School Circle highest grade Completed: 9 10 11 12				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificates or special trainings you have: <input type="checkbox"/> CPR/First Aide, <input type="checkbox"/> 90 hr. School Age Course, <input type="checkbox"/> 90 hr. Early Childhood Course Others (please list) :					

Employment

Please give accurate and complete full-time and part-time employment record.
Start with your present or most recent employer.

Company Name	Telephone ()
Address	Employed - (State month and year) From _____ To _____
Name of Supervisor *May we contact this supervisor? Yes No	Salary or pay Start _____ Finish _____
State Job Title and Describe Your Work	Reason for leaving

Company Name	Telephone ()
Address	Employed - (State month and year) From _____ To _____
Name of Supervisor *May we contact this supervisor? Yes No	Salary or pay Start _____ Finish _____
State Job Title and Describe Your Work	Reason for Leaving

Employment Continued...

Company Name	Telephone ()
Address	Employed - (State month and year) From _____ To _____
Name of Supervisor	Weekly Pay
*May we contact this supervisor? Yes No	Start _____ Finish _____
State Job Title and Describe Your Work	Reason for Leaving

Professional References

(i.e. Supervisor, Teachers, Professors, Past Co-Workers)

Name: 1	Relationship to applicant:	Telephone ()
2		Telephone ()
3		Telephone ()

Job Requirements/Qualifications:

SCHOOL AGE POSITIONS:

Aide (Kids Club or Pre-K) - 16 years of age, some experience is a plus.

Assistant School Age Teacher—18 years of age, High School Diploma, at least 9 clock hrs. of approved training in Communication with staff, parents and public or the successful completion of at least 1 academic college course taken for credit.

School Age Teacher—19 years of age, High School Diploma, the 90 hour School Age Teacher course, 400 hours of experience and at least 9 clock hrs. of approved training in Communicating with staff, parents and the public or the successful completion of at least 1 academic college course taken for credit.

Preschool Teacher/Senior Staff—20 years of age, 90 Hour Early Childhood course, one year working experience with early childhood, one year of college coursework or a combo of one year working mixed with college, and at least 9 clock hrs. of approved training in communication or the successful completion of at least 1 academic college course taken for credit.

Director (School Age Center)—21 years of age, 90 hour School Age Course or college coursework or a combo of one year working combined with college, 800 hours experience, plus the 45 hour Administrative Course and at least 9 clock hrs. of approved training in communication or the successful completion of at least 1 academic college course taken for credit. As of 7/1/11 the Emergency Preparedness and Med Tech courses will be required pre-hire.

Director (Pre-K & School Age Center) 21 years of age, an associates degree in ECE (must have at least 15 hours in approved course work in early childhood education), the 90 Hour School Age Course, 45 hour Administrative course and 9-hour communication course or approved coursework or a BA in any field but needs 2 years working experience with Pre-K age children and the 90 Hour Early Childhood Course, the 45 hour Administrative course and 9-hour communication or approved course work. As of 7/1/11 the Emergency Preparedness and Med Tech course will be required pre-hire.

SUMMER POSITIONS:

Senior Counselor: 18 years of age and previous summer experience

Junior Counselor: 16 years of age

Specialists: All specialist positions require skill and experience/background in the area of interest * Lifeguard (needs full certification)

* Pool Operator (needs certification) * Ropes Course Instructor (needs certification) *Arts and Crafts *Archery * Music and Drama

JLIT - must be entering 9th grade in the fall.

*Bar-T is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preferences, or physical or mental disability.

General Questions

Yes No

- If hired, will you be able to work extra hours for special events?
- If hired, will you be able to attend staff meetings after hours?
- Will you be able to travel to Bar-T locations other than the one where you are placed?

How did you hear about us? Newspaper Ad Website Word of Mouth
 Other _____

Thank you for your interest in acquiring a position with Bar-T. Please understand that each section must be filled out completely in order for us to process your application. After we review your application, we will contact you by phone if we are interviewing for a position that would meet your qualifications. If we are not currently interviewing, we will keep your application on file and call you if something comes up.

What will happen if I am called for an interview?

- Interviews are scheduled by phone usually one week in advance. Interviews typically take place during normal business hours (9:00 am–5:00 pm).
- All applicants are required to be truthful in all statements on the application or risk the chance of not being hired if statements are found to be untrue.
- All applicants are required to read and sign a copy of job responsibilities and essential functions before any offers are made to them.
- All interviews will take place in person at our main office.

What will happen if I am hired by Bar-T?

- Applicants are usually notified by phone if offered a position.
- All applicants who are offered a position will be required to pass a substance abuse screening, fingerprint clearance, and submit a Medical Report **prior** to the start of work.
- Anyone hired must complete all required paperwork **prior** to the start of work.
- Anyone hired will need to participate in an orientation.

What if I am interviewed and do not receive an offer of employment?

- Applicants will be notified by mail regarding employment decisions.
- Bar-T reserves the right to offer no explanation regarding decisions to employ or not employ applicants.

The information provided in this application is accurate to the best of my knowledge.

“Under Maryland law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.00.”

Applicant's Signature

Date