



Employment Application

bestchildcarecenters.com | 1 (800) 404-9530

Best Childcare Centers, LLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, national origin, disability, age, or any other characteristic protected by applicable law. Please complete all sections fully and accurately. Incomplete applications may not be considered.

SECTION 1 — POSITION APPLIED FOR

Position(s) Applying For:

- | | | |
|---|--|--|
| ☐ Lead Teacher / Head Teacher | ☐ Assistant Teacher | ☐ Floater / Substitute Teacher |
| ☐ Program Director / Center Director | ☐ Administrative / Office Staff | ☐ Afterschool / Youth Program Coordinator |
| ☐ Cook / Kitchen Staff | ☐ Custodial / Facilities | ☐ Other: _____ |

Preferred Center Location(s) — Check all that apply:

- | | | | |
|-------------------------------------|---|--|--|
| ☐ Eli Center | ☐ Cyn's Play Place | ☐ The Canaan Center | ☐ The Kareem Center (Youth / Afterschool Program) |
|-------------------------------------|---|--|--|

If you are selected and your preferred location is unavailable, you may be considered for placement at another BCC center. Please indicate your flexibility below.

- ☐ I am willing to work at any BCC center as needed.
- ☐ I am willing to work at student / training centers on a temporary or rotational basis as needed.

Date Available to Start

Desired Pay / Salary Range

Employment Type Sought

- | | | | |
|------------------------------------|------------------------------------|---|---|
| ☐ Full-Time | ☐ Part-Time | ☐ Temporary / Seasonal | ☐ Per Diem / On-Call |
|------------------------------------|------------------------------------|---|---|

SECTION 2 — PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Preferred Name (if any)	
Street Address		Apt / Unit #	City	State ZIP
Primary Phone	Alternate Phone	Email Address		

Are you legally authorized to work in the United States?

- ☐ Yes ☐ No

Will you now or in the future require sponsorship for an employment visa?

- ☐ Yes ☐ No

Have you previously been employed by Best Childcare Centers, LLC?

- ☐ Yes — Center: _____ Dates: _____ Reason for Leaving: _____ ☐ No

SECTION 3 — AVAILABILITY

Please indicate your general availability. Mark all that apply:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (6am–12pm)	☐	☐	☐	☐	☐	☐
Afternoon (12pm–6pm)	☐	☐	☐	☐	☐	☐
Evening (6pm–9pm)	☐	☐	☐	☐	☐	☐

Maximum Hours Per Week
Available

Earliest Start Time Available

Latest End Time Available

Are there any days or times you are NOT available? Please explain:

SECTION 4 — EDUCATION & CREDENTIALS

School / Institution	City, State	Degree / Diploma / Certificate	Field of Study	Graduated ?	Year

Relevant Certifications & Licenses:

☐ Child Development Associate (CDA)

☐ Early Childhood Education License / Certificate

☐ CPR / First Aid — Exp. Date:

☐ GA Pre-K Certification

☐ Other:

SECTION 5 — WORK EXPERIENCE

List your most recent employer first. Attach additional pages if needed. Do not write 'see resume' — please complete this section in full.

Employer 1

Employer / Organization Name

Phone Number

May We Contact? ☐ Yes ☐ No

Street Address

City

State

ZIP

Country

Your Job Title

Supervisor Name & Title

Start Date (MM/YY)

End Date (MM/YY)

Reason for Leaving:

Primary Duties & Responsibilities:

Employer 2

Employer / Organization Name

Phone Number

May We Contact? ☐ Yes ☐ No

Street Address

City

State

ZIP

Country

Your Job Title

Supervisor Name & Title

Start Date (MM/YY)

End Date (MM/YY)

Reason for Leaving:

Primary Duties & Responsibilities:

Employer 3

Employer / Organization Name		Phone Number		May We Contact? ☐ Yes ☐ No	
Street Address		City	State	ZIP	Country
Your Job Title	Supervisor Name & Title		Start Date (MM/YY)	End Date (MM/YY)	
Reason for Leaving:					
Primary Duties & Responsibilities:					

SECTION 6 — CHILDCARE-SPECIFIC QUESTIONS

Total years of professional experience working with children:

☐ Less than 1 year ☐ 1–2 years ☐ 3–5 years ☐ 6–10 years ☐ 10+ years

Age groups you have experience working with — check all that apply:

☐ Infants (0–12 months) ☐ Toddlers (1–2 years) ☐ Preschool (3–5 years) ☐ School-Age (6–12 years) ☐ Youth / Teens (13–18 years)

Describe your approach to classroom / group management and maintaining a positive learning environment:

Describe your experience (if any) with curriculum planning, lesson development, or educational programming:

How do you handle a child who is upset, non-compliant, or exhibiting challenging behavior?

Describe your experience supporting children with special needs or individual learning plans:

SECTION 7 — PROFESSIONAL REFERENCES

Provide three (3) professional references. Do not list family members or personal friends. Former supervisors, colleagues, or professional mentors are preferred.

Full Name	Relationship / Title	Organization	Phone Number	Email Address

SECTION 8 — BACKGROUND & COMPLIANCE DISCLOSURES

Per Georgia childcare licensing requirements (O.C.G.A. § 20-1A), all employees and volunteers who work with children are subject to a criminal background check and fingerprinting. Employment offers are contingent on satisfactory clearance.

Have you ever been convicted of a felony or misdemeanor (other than a minor traffic violation)?

(A conviction does not automatically disqualify you from employment. Circumstances will be evaluated.)

☐ Yes ☐ No If Yes, please explain: _____

Have you ever had a finding of child abuse or neglect entered against you in any state's registry?

☐ Yes ☐ No If Yes, please explain: _____

Have you ever been terminated, asked to resign, or placed on a corrective action plan related to the care of children?

☐ Yes ☐ No If Yes, please explain: _____

Are you currently subject to any professional license restrictions, suspensions, or investigations?

☐ Yes ☐ No If Yes, please explain: _____

SECTION 9 — ADDITIONAL INFORMATION

How did you hear about this position?

☐ BCC Website ☐ Indeed / Job Board ☐ Social Media
☐ Employee Referral — Name: _____
☐ Walk-In ☐ Other: _____

Do you have reliable transportation to commute to your assigned center?

☐ Yes ☐ No — Please explain: _____

Languages spoken fluently (other than English):

Please share any additional skills, experience, or information you would like us to consider:

SECTION 10 — APPLICANT CERTIFICATION & SIGNATURE

By signing below, I certify that all information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation, falsification, or material omission of information on this application may result in disqualification from consideration or, if employed, immediate termination of employment.

I authorize Best Childcare Centers, LLC to contact my references and former employers, and to verify the information provided. I understand that employment, if offered, is contingent upon satisfactory results of a criminal background check, fingerprint clearance, and any other verification required by Georgia childcare licensing regulations.

I acknowledge that if hired, my employment will be at-will, meaning either I or Best Childcare Centers, LLC may terminate the employment relationship at any time, with or without cause or notice, unless otherwise required by law. No oral statements or representations constitute a contract of employment.

I further acknowledge that I have read and understand Best Childcare Centers, LLC's equal opportunity employment policy, and I agree to abide by all applicable company policies, procedures, and standards of conduct as a condition of employment.

- ☐ I understand that employment is contingent upon successful completion of a background check and fingerprinting.
- ☐ I understand that I may be assigned to work at any BCC center based on operational needs, including student or training centers.
- ☐ I certify that all information provided in this application is true and accurate.

Applicant Signature

Date

Print Full Name

FOR OFFICE USE ONLY — Do Not Write Below This Line

Date Received:

Received By:

Center Assigned:

Interview Date:

Interviewer:

Disposition: ☐ Hire ☐ Decline ☐ Hold

Notes: