

## **ROOM FOR GROWING'S HIRING POLICY**

Room For Growing ("the Employer") is an equal opportunity employer and has not, and will not, discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, age, sex, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), sexual orientation, genetic information, complaining in good faith to the employer or to a public authority, status with regard to public assistance, membership or non-membership in a labor organization, military, National Guard or reserve service, or any other characteristic or activity protected under federal, state or local law. Employees will be evaluated solely on the basis of their conduct, their compliance with the Company's policies, practices and reasonable expectations, and their performance. Room For Growing will consider any reasonable accommodation proposed to Room For Growing by disabled applicants who are otherwise qualified which would enable them to perform the essential functions of their position.

Room For Growing reserves the right to evaluate all applicants' fitness for positions based on all relevant criteria, including minimum and/or maximum years of experience and education, appropriate wage or salary history and/or expectations for the position sought, willingness to perform all duties assigned, skill level, attitude, demeanor and all other criteria deemed relevant by the Employer, in the Employer's sole discretion.

Room For Growing reserves the right to assess prior work experience and skill levels, and to confirm applicant's work references, driver's license and dependable personal transportation, and education and licensure where applicable, and will require applicants to authorize and hold Room For Growing and third parties harmless with respect to any such inquiries.

Room For Growing requires that applicants and employees provide truthful responses to all employment-related inquiries, both written and verbal, and reserves the right to reject any applicant and terminate any employee for providing false or misleading employment-related information, or omitting relevant information, or providing extraneous or unsolicited information. Failure to provide complete and accurate responses to all questions, without material omission, providing extraneous or unsolicited information, or failing otherwise to cooperate in Room For Growing's administration of its hiring policy or other policies, will disqualify applicants from consideration for employment with Room For Growing, and will result in termination if employed, no matter when these violations are discovered.

Room For Growing will receive and process applications and hire employees only when, in its sole judgment, its business needs and circumstances dictate. Since business needs and circumstances change, Room For Growing may discontinue hiring after soliciting or advertising for applicants. If Room For Growing receives applications for employment or has applications in progress when it decides not to hire, no action will be taken on the applications. Room For Growing will provide no information to applicants during or after its processing of applications, other than notice that they have been hired if and when they have been hired.

Room For Growing reserves the right to decline to hire any employee who formerly was employed with Room For Growing and who is ineligible for rehire, and to terminate any such employee who is inadvertently rehired despite such ineligibility.

Room For Growing has employment policies in addition to this hiring policy and employees are required to comply with all these policies. Applicants may review these policies at our office.

Room For Growing requires that employees be available for regular and overtime work at any time during the week, be free of any competing or conflicting employment, or any other limitations on their availability for work, and be willing to travel as work requires, and to perform all duties assigned.

Room For Growing will check references and confirm all application and interview information for applicants, and will, for applicants in certain job classifications, administer medical/physical examinations, skill tests and/or job demonstration/aptitude exercises and drug and alcohol tests at the appropriate stage in the application process.

Room For Growing requires that all new employees complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Room For Growing requires that applicants make an individual appointment to personally complete and sign at our office (or specified project, job site, or other remote hiring office) the Employer's original employment

application form, will not accept photocopied, mailed, faxed, e-mailed or third-party applications or unsolicited employment referrals from any source, and will not accept applications at other locations, unless another application process is specified in the advertisement or posting for the position. Confirmation of offers of employment will be made only by Room For Growing's home office.

Room For Growing will not recall, reemploy, reinstate, or consider applications from former employees who resigned their employment without notice, were terminated or resigned in other than good standing in the employer's sole judgment, or declined or failed to respond to an employment recall, reemployment or reinstatement offer.

Room For Growing accepts applications only when it is hiring, considers only current applications, and does not consider non-current applications when it is hiring.

Room For Growing reserves the right to assign and reassign all employees to any and all duties within the sole discretion of the Employer and irrespective of the initial terms of employment or of applicants' or employees' experience, education, licensing, job title or description, personal preference, prior trade or occupation, work location or normal duties.

Room For Growing may change or vary the policies or procedures in this Hiring Policy either generally for a particular project, at any time, in its sole discretion, if its business needs and circumstances require such changes or variations.

Room For Growing is an at-will Employer and reserves the right to terminate employees for any reason, with or without cause, notice, or prior discipline or warnings at any time, in its sole discretion, just as employees reserve the right to terminate their own employment for any reason, with or without notice.

In order to prevent disruption of Room For Growing's operations and provision of products and services, violations of safety, insurance and customer requirements, harassment of employees, and litter, the following rules apply to verbal solicitation and distribution of materials (written, electronic, graphic, audio or video):

No distribution of non-work-related materials of any kind will be permitted in any work areas at any time. No verbal solicitation is permitted in any work areas during working time, which does not include scheduled rest periods, meal times or other scheduled employee break periods or the time before starting or after quitting.

In non-work areas, any solicitation or distribution of any kind is prohibited by or to employees who are scheduled for working time. Solicitation or distribution of materials in non-work areas, by and to employees who are not scheduled for working time, is permitted.

Non-employees are subject to the same rules stated above and, in addition, are prohibited from soliciting or distributing materials at any time on any Room For Growing property or customer sites which are not open to public use, unless they have a legitimate business purpose to visit such locations.

Any employee who violates or fails to report a violation of this hiring policy or other employer policies will be subject to immediate disciplinary action, up to and including termination, and any applicant failing to do so will be ineligible for further consideration for employment.

**Room For Growing Information to Potential Employee**  
**Room For Growing Mission Statement**

We will understand and focus on the importance of unique learning needs of young children.

We will understand and encourage discovery learning. We will continue to provide an exceptional early childhood program for parents, staff and children through respect and integrity. We will continue to face the ever changing challenges to create a positive work environment for all team members. We will constantly reassess our goals and visions for the future. Keeping our focus on quality child care. We will lead our team to a clear understanding of their abilities. Transforming and encouraging through motivation and their nature to want to success.

**About The Job** - Room For Growing expects dependable, experienced and positive people on their teaching team. We require people with lots of energy, an excellent work ethic and professional. We pride ourselves on creating a consistent and positive environment for the children and parents to be involved in.

**Shifts** – All positions (with the exception of substitute) at Room For Growing are Monday thru Friday. Hours are planned based on our needs, due to enrollment and teacher to child ratios, this means a shift may change due to need. The center is open from 6:00 am to 6:30 pm.

**Wages** – Lead Teachers start at \$13.25. Assistant Teachers start at \$12.25. Teacher Aides start at \$9.75.

**Teacher Qualifications** - Room For Growing is Nationally Accredited by the National Association For The Education Of Young Children, and follows the staff qualifications required by NAEYC. All employees must be 18 years of age or older. Room For Growing prefers that Teacher Aides to have some experience working with groups of young children. Assistant Teachers and Lead Teachers are required to have up to 4600 hours working in the early childhood field. Lead Teachers and Assistant Teachers are required to either be currently working on attaining, or hold a completed degree in the early childhood field.

**Dress Code** – All staff are expected to wear a white, yellow or navy blue polo shirt, Room For Growing promotional t-shirt, and jeans or khaki pants that are in excellent condition. Polo shirts can be purchased from us with our logo on it or you can buy them plain from any store. Promotional t-shirts are available to purchase from us also. We do not pay for uniforms.

**Staff Training Requirements** – All staff are required to be certified in First Aid, CPR, SIDS, Blood Borne Pathogens and Shaken Baby Prevention within their first 90 days. New employees are required to pay for their own First Aid and CPR training.

**Interview Process**

- 1.) Fill out the application and provide Room For Growing with a resume, letters of recommendation and teacher qualifications when needed.
- 2.) Interview with a director or team of directors. The interview will take anywhere from 30-45 minutes depending on experience.
- 3.) All prospective employees must observe in a classroom for 1-2 hours. A lead teacher will be evaluating you. You are expected to interact with the teachers and children. Feel free to ask questions about the program.
- 4.) References will be called before a potential employee is hired.

**Applications can be filled out at the following locations:**

**Forest Lake North**  
268 12<sup>th</sup> Street SW  
rfgnorth@aol.com  
o. 651.464.1601  
f. 651.982.1560

**Forest Lake South**  
4700 Scandia Trail  
rfgsouth@aol.com  
o. 651.464.2330  
f. 651.982.1651

**Chisago**  
11125 Lake Boulevard  
rfgchisago@aol.com  
o. 651.257.2441  
f. 651.213.0073

**North Branch**  
38862 14<sup>th</sup> Avenue North  
rfgnorthbranch@aol.com  
o. 651.277.2441  
f. 651.277.2442

**APPLICATION FOR EMPLOYMENT  
ROOM FOR GROWING**

**Notice:** Room For Growing requires that applicants present themselves in person and personally complete and sign at our office (or specified project or job site hiring office) the Employer's original employment application form and will not accept photocopied, mailed, faxed, e-mailed or third-party applications or unsolicited employment referrals from any source.

Room For Growing is an equal employment opportunity employer and will not discriminate against any applicant or employee on any grounds protected under federal, state, or local law, including race, color, religion, creed, age, sex, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), sexual orientation, genetic information, complaining in good faith to the Employer or to a public authority, status with regard to public assistance, membership or non-membership in a labor organization, military, National Guard or reserve service, or any other characteristic or activity protected under federal, state or local law. None of the questions in this application is intended to elicit information regarding any protected characteristic(s), nor imply any limitation, illegal preference or discrimination based upon non-job-related information or protected characteristic(s). Room For Growing complies with all applicable legal requirements in its hiring process and related tests and background checks.

If you are hired by Room For Growing you will be employed on an at-will basis. As an at-will employee, you may terminate your employment at any time, for any reason. Similarly, if you are hired, Room For Growing will have the right to terminate your employment at any time, for any reason, with or without cause, notice or prior warning or discipline. No Room For Growing supervisor or manager has the authority to offer or promise anything other than at-will employment, and no subsequent transfer, promotion or change in your employment will affect your at-will employment status.

---

**Answer ALL Questions Completely and Accurately - Please Print - Be Sure to Complete ALL Questions Fully and Accurately!**

Positions Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Current Date \_\_\_\_\_  
          First                          Middle                          Last

Have you ever used another name or an alias in your previous employment or education, or in connection with a criminal conviction or plea?  Yes  No If yes, list all names or aliases: \_\_\_\_\_  
\_\_\_\_\_

Present Address \_\_\_\_\_

Permanent Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Other phone at which you can be reached (present work # if employed) \_\_\_\_\_  
\_\_\_\_\_

If hired, can you furnish proof that you are 18 years of age, or older?  Yes  No If no, explain \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the United States?  Yes  No If no, explain \_\_\_\_\_

Have you applied for work or worked at our Company before?  Yes  No If yes, when, what position, and reason for leaving?  
\_\_\_\_\_

Are you available to work at any time of the day or week as needed, including overtime?  Yes  No  
If no, please explain any work scheduling limitations \_\_\_\_\_

Date You Can Start \_\_\_\_\_ Desired Wage or Salary \$ \_\_\_\_\_

Have you ever been convicted of or pled guilty or no contest to a crime? (Minor traffic violations may be omitted.)  Yes  No  
If yes, provide the date, location and circumstances and identify the offense(s) and jurisdiction(s) \_\_\_\_\_

---

**IF YOU WISH TO BE CONSIDERED FOR POSITIONS THAT REQUIRE DRIVING, PLEASE ANSWER THESE QUESTIONS:**

Do you have a current, valid and unrestricted driver's license(s)?  Yes  No If yes, what class of license(s) and which state(s)?

Have you received DWI, DUI or other driving violations within the last two years?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever had auto insurance denied or canceled?

Yes  No If yes, please explain: \_\_\_\_\_

**Please provide education information if you wish to be considered now or in the future for a supervisory or office position:**

Education	Name and Location of School	No. of Years	Did you Graduate?	Major
Elementary				
High School				
College				
Trade				
Business				

Have you served in the Military? \_\_\_\_\_ If Yes, which Branch and rank and nature of discharge? \_\_\_\_\_

Briefly describe any military training or experience related to position applied for \_\_\_\_\_

Have you ever worked in a position similar to the one for which you are applying? \_\_\_\_\_

If experienced in using tools or equipment which might be helpful on this job, or if you hold a state journeyman or any related public or private licenses, certificates or competency cards, please provide details, including issuing authority and any identifying license or other numbers \_\_\_\_\_

Where have you gained this experience? \_\_\_\_\_

Are you acquainted with anyone who is or was employed by our Company?  Yes  No If yes, who, and how do you know them? \_\_\_\_\_

**WORK HISTORY -- List all employers during last ten years, with present or last employer first. If more space is needed, use additional pages. Do not omit any employment.**

EMPLOYER NAME, ADDRESS & TELEPHONE	POSITION & FINAL PAY RATE	SUPERVISOR	DATES OF EMPLOYMENT
_____ _____ _____ _____ _____ _____ _____	Position: _____ Duties: _____ _____ _____ Circle: Part-time/Full-time Final Pay Rate: _____	Name: _____ _____ Still there? <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone (w/area code): _____ _____	From: _____ To: _____ Check One: 1. <input type="checkbox"/> Laid off 2. <input type="checkbox"/> Resigned 3. <input type="checkbox"/> Discharge What reason were you given, if 1 or 3: _____
_____ _____ _____ _____ _____ _____ _____	Position: _____ Duties: _____ _____ _____ Circle: Part-time/Full-time Final Pay Rate: _____	Name: _____ _____ Still there? <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone (w/area code): _____ _____	From: _____ To: _____ Check One: 1. <input type="checkbox"/> Laid off 2. <input type="checkbox"/> Resigned 3. <input type="checkbox"/> Discharge What reason were you given, if 1 or 3: _____

EMPLOYER NAME, ADDRESS & TELEPHONE	POSITION & FINAL PAY RATE	SUPERVISOR	DATES OF EMPLOYMENT
       	Position: _____ Duties: _____ _____ _____ Circle: Part-time/Full-time Final Pay Rate: _____	Name: _____ _____ Still there? <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone (w/area code): _____ _____	From: _____ To: _____ Check One: 1. <input type="checkbox"/> Laid off 2. <input type="checkbox"/> Resigned 3. <input type="checkbox"/> Discharge What reason were you given, if 1 or 3: _____
       	Position: _____ Duties: _____ _____ _____ Circle: Part-time/Full-time Final Pay Rate: _____	Name: _____ _____ Still there? <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone (w/area code): _____ _____	From: _____ To: _____ Check One: 1. <input type="checkbox"/> Laid off 2. <input type="checkbox"/> Resigned 3. <input type="checkbox"/> Discharge What reason were you given, if 1 or 3: _____

List all Periods of Unemployment Since You Finished School.

From: \_\_\_\_\_ To: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_

How did you spend this time? (Do not provide any specific information related to medical conditions.)

\_\_\_\_\_

\_\_\_\_\_

Have you ever been fired, laid off or asked to resign by an employer?  Yes  No If yes, please explain \_\_\_\_\_

May we contact the employers listed above?  Yes  No If no, please explain \_\_\_\_\_

Are you on layoff status and eligible for recall or eligible for referral for hire by a hiring hall or employment service?  Yes  No

**REFERENCES: Give the names of three persons not related to you, whom you have known at least one year, as references we can contact.**

INDIVIDUAL'S NAME	PHONE	COMPLETE ADDRESS	TYPE OF BUSINESS	YEARS ACQUAINTED
1.				
2.				
3.				

Room For Growing requires that its employees be available for work throughout Minnesota and beyond as work requires. Are you prepared to work, including overnight stays on occasion, wherever Room For Growing may assign you?  
 Yes  No If no, please explain \_\_\_\_\_

Do you plan to work for any other employer or engage in self-employment during your period of employment with Room For Growing?

Yes  No If yes, please explain \_\_\_\_\_

Are there any employer policies, requirements, terms or conditions of employment or types of work which you are unwilling to accept if you are offered employment?

Yes  No If yes, please explain \_\_\_\_\_

Have you ever worked or provided independent contractor services in our industry at any time not listed above:

Yes  No If yes, give details \_\_\_\_\_

You may be asked to provide a medical history, submit to a drug and/or alcohol test and/or physical/medical examination if you are made a conditional offer of employment. Are you willing to do so?

Yes  No

Room For Growing has policies on sexual harassment and equal employment opportunity, policies which require employees to perform all assigned work and mandatory overtime, policies requiring wage or salary deduction authorizations by employees for employer property, debts or monies not returned or repaid, an at-will employment policy, a complaint policy, solicitation and distribution policies and policies requiring employees to observe all standards of conduct, policies and work rules of Room For Growing, and, for certain employees, confidentiality, non-solicitation and/or non-competition agreement requirements. Applicants may review these policies at our office. Do you agree, if hired, to comply with these and all other lawful current or subsequently adopted Room For Growing policies and requirements?

Yes  No If not, please explain \_\_\_\_\_

Required Training

Do you have training in:	Check X if applies	Approximate Date Of Last Training
CPR		
First Aid		
Blood Borne Pathogens		
Sudden Infant Death Training		
Shaken Baby Syndrome Prevention		

List any certificates awards or published materials \_\_\_\_\_

List Professional organizations and memberships you are involved with \_\_\_\_\_

What age children have you worked with in the past? \_\_\_\_\_ Explain your experience:

Name some responsibilities you had at your previous employment.

What qualities do you have that helped you to be successful at your last job?

Have you worked at a job where you were a member of a team of three or more? Yes or No  
If so, what role did you play?

List some words that describe you.

What do you think you can offer Room For Growing. Why should we hire you?

Why have you chosen to work in the child care field?

What do you think you'll like best about working in a child care center?

What part of working in the child care field do you think would be most difficult?

Do you have a preference as to which age you work with? \_\_\_\_\_ If so, why?

What are some ways to keep children's interest when they seem distracted?

What is your philosophy on behavior guidance?

What do you think is important for us to know about you?

After your interview with Room For Growing Directors, would you be available to volunteer in one of the classrooms for about 30 minutes? YES or NO

-----



**ACKNOWLEDGMENT: PLEASE READ AND SIGN (if you agree)**

By my signature below, I promise that the information provided in this employment application (and any related information provided by me) is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date, no matter how long I have been employed. I agree to immediately notify Room For Growing if I should be convicted or plead guilty to any crime while my job application is pending, or during my period of employment if hired by Room For Growing.

I authorize Room For Growing (the "Employer") to obtain and/or to provide any and all information and opinion which the Employer elects to obtain, use or provide in connection with my application for employment and/or any employment with the Employer, prior to, during and after my employment. Such information and opinion may be sought from any and all prior employers (except as noted above), schools or other persons or organizations who may have information the Employer deems relevant in connection with my application for employment and during my employment, and may be provided by the Employer in response to any request for information and opinion concerning my employment or my separation from employment with the Employer, to any and all banks or mortgage companies, governmental agencies, insurers, prospective employers or other schools, persons or organizations deemed appropriate for receipt of such information by the Employer. I understand that the Employer may provide any and all information and opinion, which may include, but is not limited to, opinions about my conduct, performance, attendance, or any other aspect of my reputation or character, which may be positive or negative. I agree to hold the Employer (including its principals, employees, agents, consultants, attorneys and insurers) and any such other employer, school, person or organization providing or receiving any such information and opinion, harmless and free of any and all claims or causes of action arising from any such provision or receipt of information and opinion, no matter what its character.

**I UNDERSTAND THAT THIS APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT, IF HIRED, I AM OBLIGATED TO COMPLY WITH ANY AND ALL CURRENT AND SUBSEQUENTLY ADOPTED Room For Growing POLICIES, AND THAT Room For Growing DOES NOT OFFER CONTRACTS, PROMISES OR REPRESENTATIONS RELATED TO EMPLOYMENT. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF WAGES OR SALARY, BE TERMINATED AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE, NOTICE OR PRIOR WARNING OR DISCIPLINE. I UNDERSTAND THAT NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS STATED IN THIS EMPLOYMENT APPLICATION.**

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_