



Application for Employment

Founded in 1978, Denise Louie Education Center (DLEC) is a nonprofit organization that has grown to serve over 500 children (prenatal to five years old) and families with quality, multi-cultural preschool service, comprehensive home visiting services, and Play and Learn groups.

Denise Louie Education Center promotes school and life readiness by providing multi-cultural early learning services to vulnerable children and families. We respect and preserve each child and family's individuality, cultural heritage and home language. We promote personal and social responsibility with integrity and love in an open, tolerant and safe environment. We promote personal and social responsibility with integrity and love in a non-sexist, non-violent and non-racist environment.

Visit www.deniselouie.org to learn more.

Locations:

Beacon Hill Site	3327 Beacon Ave. S. Seattle, 98144	Phone: 206-725-9740 Fax: 206-725-9775
International District Site	801 S Lane Street, Seattle, WA 98104	Phone: 206-621-7880 Fax: 206-621-8814
Lake Washington Site	9061 Seward Park Ave S, #16 Seattle, WA 98118	Phone: 206-721-0214 Fax: 206-274-4886
Early Head Start	5333 15 th Avenue S Seattle, WA 98108	Phone: 206-767-8223 Fax: 206-767-2919
Administrative Offices	1930 6 th Avenue S., Suite 401 Seattle, WA 98134	Phone: 206-973-1810 Fax: 206-260-8853

- ❖ Non-discrimination statement: Denise Louie Education Center does not discriminate in its hiring practices on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran's status, marital status, disabilities, or status in other legally protected groups.
- ❖ Criminal Background Check: Employment or volunteer service at Denise Louie Education Center is conditioned on a criminal background check as required by child care licensing and Head Start Performance Standards. The 60 categories of criminal convictions or pending charges disqualifying a person from having access to children in child care are in WAC 388-330-040.
- ❖ Transcripts/proof of credentials: Certain positions require degrees, coursework or other certifications. You will need to provide proof of your stated education prior to hire.
- ❖ Health Requirements: Employees must provide TB test results and documentation of immunization status prior to hire.
- ❖ ADA Accommodation: DLEC will make reasonable accommodations upon request.

Please send your completed application, resume and cover letter to:
jobs@deniselouie.org, US mail or fax to

**Human Resources
Denise Louie Education Center
1930 6th Avenue S., Suite 401
Seattle, WA 98134
Fax: 206-260-8853**

Please, no phone call



Application for Employment

Personal Data:

1. Name: _____ 2. Date _____
3. Position Applying For: _____
4. Address: _____
 City, State zip _____
5. Telephone Number(s): _____
6. Expected Salary: _____ 7. Email _____
- | 8. Do You Have a Current: | Yes | No |
|--------------------------------------|--------------------------|--------------------------|
| Tubercular Test Result?* | <input type="checkbox"/> | <input type="checkbox"/> |
| Immunizations | <input type="checkbox"/> | <input type="checkbox"/> |
| Food Handler's Permit? ** | <input type="checkbox"/> | <input type="checkbox"/> |
| First Aid Card? | <input type="checkbox"/> | <input type="checkbox"/> |
| Cardiopulmonary Resuscitation Card? | <input type="checkbox"/> | <input type="checkbox"/> |
| Washington State Driver's License? | <input type="checkbox"/> | <input type="checkbox"/> |
| HIV/Blood Borne Pathogen's Training? | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical Exam *** | <input type="checkbox"/> | <input type="checkbox"/> |

* Required for all positions prior to start.

** Required for all kitchen staff, teaching staff, and center supervisors prior to start.

*** Required for all positions within 30 days of start. DLEC will also accept physical exams that were complete 6 months prior to start. Physical examination information is required to ensure the health and safety of children, staff and families. DLEC does not discriminate based on physical exam results. Consistent with the Americans with Disabilities Act, DLEC will make reasonable accommodations upon request.

Other certifications and trainings may or may not be required depending on the position.

Education:

9. Please list related education including high school.

- | | | | |
|----|----------------------------------|------------------|-------|
| a. | School attended _____ | City&State _____ | |
| | Graduated y/n _____ Degree _____ | Major _____ | _____ |
| b. | School attended _____ | City&State _____ | |
| | Graduated y/n _____ Degree _____ | Major _____ | _____ |
| c. | School attended _____ | City&State _____ | |
| | Graduated y/n _____ Degree _____ | Major _____ | _____ |



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Employment History:

10. Please list related previous employment starting with the most recent. Use additional sheets if necessary

a. Employer _____
Address _____
Telephone _____ Reason for Leaving _____
From (Month/Year) _____ To (Month/Year) _____
Job Title/Duties: _____

Hours Per Week _____ Last Salary _____

b. Employer _____
Address _____
Telephone _____ Reason for Leaving _____
From (Month/Year) _____ To (Month/Year) _____
Job Title/Duties: _____

Hours Per Week _____ Last Salary _____



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c. Employer _____

Address _____

Telephone _____

Reason for Leaving _____

From (Month/Year) _____

To (Month/Year) _____

Job Title/Duties: _____

Hours Per Week _____

Last Salary _____

d. Employer _____

Address _____

Telephone _____

Reason for Leaving _____

From (Month/Year) _____

To (Month/Year) _____

Job Title/Duties: _____

Hours Per Week _____

Last Salary _____



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Training & Workshops:

11. Please list other training, workshops or certifications you've completed relating to position being applied for.

Course Title	Date	Hours

Criminal Background

Please complete the following questions. **Do not leave blank**, please write "N/A" if not applicable. This information is required by child care licensing and Head Start Performance Standards; and will be verified through a criminal background check prior to hire. **Applications received with this section incomplete will not be considered.**

12. Please list **all** pending and prior criminal arrests and charges related to child sexual abuse and their disposition _____

13. Please list **all** convictions related to other forms of child abuse and neglect

14. Please list **all** convictions for violent felonies. _____

Additional Information

15. Are you a former or current Head Start/ECEAP parent? _____

16. List any language other than English, you can speak or write?



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References:

17. Please list three references including at least one professional reference. Do not include names of people that are related to you by blood or marriage.

a. Name _____
Work Phone _____ Home Phone _____
Address _____
City _____ State _____ Zip Code _____
Relationship _____

b. Name _____
Work Phone _____ Home Phone _____
Address _____
City _____ State _____ Zip Code _____
Relationship _____

c. Name _____
Work Phone _____ Home Phone _____
Address _____
City _____ State _____ Zip Code _____
Relationship _____



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Certification:

18. I certify that the above is true and correct to the best of my knowledge. I understand that any untrue or misleading answers are cause for rejection of my application or dismissal if employed. I authorize Denise Louie Education Center to verify statements contained in this application. I authorize Denise Louie Education Center to contact references listed in this application. I further authorize the release of information related to my employment for consideration in making a hiring decision and hold the person(s) and the corporation(s) giving references harmless and free of any and all liability that could result from this process.

19. I understand that a condition of employment is that Denise Louie Education Center must conduct local and national background checks. Therefore, if offered employment by Denise Louie Education Center I hereby authorize Denise Louie Education Center to conduct local and national background checks for the purposes of evaluating whether I am qualified for the position. I understand that Denise Louie Education Center will utilize an outside firm(s) to assist in checking such information. I also understand that I may withhold my permission and in such a case my application for employment will not be processed further.

- I agree that Denise Louie Education Center may conduct a local & national background check in the event of hire; or
- I DO NOT agree to Denise Louie Education Center conducting and local & national background check in the event of hire.

Signature _____ Date _____