

# T.A.G. Staff Requirements and Regulations for Programming

We are a Christian organization and therefore our staff will have a prospective of true Love. Our programs will be structured for each development stage. We must stick to our daily schedule as it is laid out. We will always say grace before our meals and snacks. Our activities and lesson will come from Infant Toddler, 123 Read and Blue Print for Pre-School. Our 15 min chapel time will allow us to teach good values and give a foundation to the children in our program.

Full time staff is schedule a maximum of 40 hours a week and a minimum of 30 hours. Our Part time staff is scheduled a maximum of 30 hours a week and a minimum of 15 hours. The staff main function is to aid the children's development and guide them, to create a positive environment and make sure the children are safe at all times.

All staff will have a review after being with the company for three months. The review will be a evaluation and a observation. The staff will be eligible for a raise after a year of employment.

Periodically we will have paid staff meeting. But most meeting will take place at nap time. Planning of all activities will be done by the director and assistant director given to the teachers. We will also talk about what works and what changes need to be made but the final authority is the director.

At any time you have questions about the program, you need to direct the questions to the director, but please note that if she is in a class write, your question down and she will get back to you.

Position	Starting Pay	After 1 Year of Service
Part Time Staff	\$6.55 per hour	TBD
Full Time Staff	\$ 7.00 per hour	TBD

# Employee Application

--	--	--

First

Middle

Last

--

Street Address

--	--	--

City

State

Zip

--	--	--

Phone

Cell

E-mail

--	--	--

Position

Rate of Pay

Social Security Number

--	--	--

Elementary

Middle School

High School

College

Circle the Highest level of education

Are you currently a student?    Yes    No

Work History

Company Name	Company Name
City                      State                      Zip	City                      State                      Zip
Supervisor's Name	Supervisor's Name
Company Name	Company Name
City                      State                      Zip	City                      State                      Zip
Supervisor's Name	Supervisor 's Name

List Two Personal Reference (no relatives)

Name	Phone
Name	Phone

Have you ever been charged with a felony?    Yes    No

If yes,

explain \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of felony?    Yes            No

If yes, please

explain? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Important:** We are glad you are interested in being apart of our program. Please read the following statement carefully before you sign and return the application. T.A.G., in considering my application for employment, you may verify the information set forth on this application and obtain additional background information relating to my history. I authorize all person, schools companies, corporations and law enforcement agencies to supply any information concerning my background. I have read and understand and agree to this statement ( please initial here) \_\_\_\_\_

I understand that T.A.G. has a commitment to maintain a workplace that is healthy and safe for our children. I understand that there will be a background check investigation performed on every employee. I have read and I understand and agree with this. (please initial here) \_\_\_\_\_

I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information prior to or after employment could result in disqualification from consideration for employment, or my dismissal. I understand that this application is not a contract, offer, or promise of employment, and that if hired, I will be able to resign at any time with or without cause, unless otherwise required by law, I understand and agree with this statement. (please initial here)

I UNDERSTAND THAT THIS APPLICATION IS VALID FOR ONLY 60-DAYS FROM TODAY'S DATE. If I still desire a position with T.A.G. after this application expires, it will be my responsibility to fill out a new application and file it with T.A.G. Otherwise, the organization will not consider me for employment after this application expires.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature