



Happy Acres Ranch

Hiring Requirements:

Level II Background Check Clearance (\$65)

Clean Drug Screen Check (\$40)

Proof of High School Graduation, GED, Higher Degree (or current enrollment – part time or camp only)

Completion/Initiation of DCF Introductory Child Care Training 45 Hours

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐ Are you at least 18 years old? _____

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Briefly describe how you have responded to a behavior disruption that has occurred in your classroom. What steps did you take?

How do you create a happy and welcoming learning environment for your children and families?

Describe your approach to classroom management.

What does confidentiality mean to you and why is it important?

What steps/strategies you do in the classroom to get your parents and families involved or engaged in the program?

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I further understand that I am responsible for ALL background and drug screening costs as required by the Department of Children and Families. Failure to complete mandated training in the appropriate and mandated time may culminate in my termination.

Signature: _____ Date: _____

Florida is a right to work state. Employees may legally resign or be terminated at any time.

Please submit a copy of your resume and any supporting documents needed with this application (transcripts, CDA, Degree, etc.).

Happy Acres Ranch



7117 Crane Ave Jacksonville, FL 32216 Phone: (904) 725-1410 Fax: (904) 725-0133
Katie Vatter, M. Ed., Camp/Program Director * Colleen Regan-O'Hara, C.D.A., Preschool Director
Delrosa Lentz, B.S., Asst. Preschool Director * Sandra Brewer, School-Age Program Director *

10 Panel Urine Drug Screening

To be eligible for employment with Happy Acres Ranch, you must submit to and pass a 10 panel urine drug screening. We recommend All Clear Employee Screening as our vendor of choice. Please call them for an appointment. Their information is listed below:

All Clear Employee Screening

(DOT Certified)

10365 Hood Rd S, Ste. 103

Jacksonville, FL 32257

904-482-1305

Appointments preferred

Mon – Fri 9:00 am – 4:00 pm, Walk-ins welcome



Items to take to the livescan/drug screening location

1. Photo ID (driver's license, military id, or other government issued photo id).
2. Social Security number



PRIVACY POLICY ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the privacy policies from the Florida Department of Law Enforcement and the Federal Bureau of Investigation, which describe the exchange of information where criminal record results will become part of the Care Provider Background Screening Clearinghouse.

I understand and agree that I will read and comply with the guidelines contained in the privacy policies.

Employee/Contractor Name (Printed)

Employee/Contractor Signature

Date



Care Provider Background Screening Clearinghouse Background Screening Request Form

You have applied for a position with a health care and/or service provider regulated by a specified agency in the Care Provider Background Screening Clearinghouse (Clearinghouse) that requires a fingerprint-based background check. As a health care and/or service provider regulated by a specified agency in the Clearinghouse we may conduct a search for an existing background screening result or submit a new background screening request through the Clearinghouse results website on your behalf.

In order to complete the search and/or background screening request we must collect the following information. This information is required by the Clearinghouse, the Florida Department of Law Enforcement, and the Federal Bureau of Investigation.

Please provide the following information:

Applicant Information

*First Name: _____
Middle Name: _____
*Last Name: _____
Aliases: _____
*SSN: _____
*Date of Birth: _____
*Place of Birth: _____

Demographics

*Sex: _____
*Race: _____
*Hair Color: _____
*Eye Color: _____
*Height: _____
*Weight: _____

Contact Information

*Address Line 1: _____
Address Line 2: _____
*City: _____
*State: _____
*Zip: _____
County _____
- Prior States: _____
Email: _____
Phone: _____

*Denotes Required Fields

All Child Care Employees with Happy Acres Ranch must complete the following to be considered for and to maintain employment with our Child Care Facility, per the Department of Children and Families Health and Safety regulations for School Readiness Providers:

- **40 Clock Hour Introductory Child Care Training comprised of Part I & Part II courses (detailed below).**

These courses are complete once staff member passes the competency exams.

- **5 Clock Hours (or .5 CEU – Continue Education Units) Literacy and Language and Development**
- **At least 30 In-Service Training Hours to be completed between July 1 & June 30 each year.**
(VPK and School-Age Staff may require additional or different training requirements)

40 Hour Introductory Training

The required 40 Hour Introductory Training requirement is divided into two (2) parts:

Part I (30 Hours)

All Child Care personnel must complete the following **30** hours of training:

- Child Care Facility Rules & Regulations (FACR – 6 Hrs)
- Health, Safety & Nutrition (HSAN – 8 Hrs)
- Identifying & Reporting Child Abuse & Neglect (CAAN – 4 Hrs)
- Child Growth & Development (CGDR – 6 Hrs)
- Behavioral Observation & Screening (BOSR – 6 Hrs)

Part II (10 Hours)

All Child Care personnel must complete **10** hours of training from the following courses:

- Understanding Developmentally Appropriate Practices (UDAP – 5 Hrs)

AND one (1) of the following:

- Infant & Toddler Appropriate Practices (ITPR – 5 Hrs)
- Preschool Appropriate Practices (PSPR – 5 Hrs)
- School-Age Appropriate Practices (SAPR – 5 Hrs)

OR

- Special Needs Appropriate Practices (SNP – 10 Hrs)

**Note: Training is available online or instructor-led*

Additional Required Training

Early Literacy

All Child Care personnel must complete a minimum of five (5) clock hours or .5 CEU in one of the following ways:

One of the Department's web based courses:

- Early Literacy Birth to Three, or
- Emergent Literacy for VPK Instructors

OR

An approved literacy course

OR

One college level early literacy course (for credit or non-credit) if taken within the last five (5) years.

Safe Sleep / Shaken Baby Syndrome

All Child Care personnel who work in a facility that offers care to infants must complete one of the following:

- DCF Health, Safety & Nutrition (HSAN – 8 Hrs)

OR

- DCF Safe Sleep Practices for Child Care (SAFE – 1 Hr)

OR

- Early Learning Florida's Safe Sleep Practices (SSPELFL -1 Hr)

****One of these courses MUST be taken within 30 days of employment.***

Part I and Part II Training complete ONLY once competency exams have been passed.

Contact www.myflfamilies.com/childcare/training or (888) 352-2842 for more training information