

UNIVERSITY OF MARYLAND CENTER FOR YOUNG CHILDREN

Phone 301-405-3168 Fax 301-405-2902

STUDENT APPLICATION

APPLYING FOR (choose only one):  Employment  Internship

SEMESTER:  FALL 20\_\_\_\_  SPRING 20\_\_\_\_  SUMMER 20\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

Birth Date: \_\_\_\_\_ UMD Email: \_\_\_\_\_ Local/Cell phone: \_\_\_\_\_

UID: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

Class Status AT PRESENT:  Freshman  Sophomore  Junior  Senior  Grad Student

Anticipated Graduation: \_\_\_\_\_ Major/Course of Study: \_\_\_\_\_

NOTE: If you have not previously been employed at the Center for Young Children, please complete the information on the back. Attach a **resume and unofficial copy of your most recent UMD transcript. Completed applications should be e-mailed to adaniel@umd.edu**

Please indicate your availability - start and end times during CYC's operating hours, **8:30am - 5:30pm**.

Shifts must be **no less than 2 hours**. Preference will be given to those with longer shift availability. You may also indicate willingness to work more than one shift in a day. **Your start time is the time you should be IN THE CLASSROOM. REMEMBER TO GIVE YOURSELF ENOUGH TIME TO WALK TO & FROM CYC and GRAB BREAKFAST/LUNCH!**

MONDAY:

Start: \_\_\_\_\_

Start: \_\_\_\_\_

End: \_\_\_\_\_

End: \_\_\_\_\_

TUESDAY:

Start: \_\_\_\_\_

Start: \_\_\_\_\_

End: \_\_\_\_\_

End: \_\_\_\_\_

WEDNESDAY:

Start: \_\_\_\_\_

Start: \_\_\_\_\_

End: \_\_\_\_\_

End: \_\_\_\_\_

THURSDAY:

Start: \_\_\_\_\_

Start: \_\_\_\_\_

End: \_\_\_\_\_

End: \_\_\_\_\_

FRIDAY:

Start: \_\_\_\_\_

Start: \_\_\_\_\_

End: \_\_\_\_\_

End: \_\_\_\_\_

HOURS per week desired? \_\_\_\_\_Max \_\_\_\_\_Min

DAYS per week desired? \_\_\_\_\_Max \_\_\_\_\_Min

**NEW CENTER FOR YOUNG CHILDREN APPLICANTS:**

Thank you for your interest in working at the Center for Young Children. Students are hired, as needed, for the fall, spring and summer sessions. Students work part-time in the fall and spring; a fewer number of full-time openings are available in the summer. In order to meet state and national guidelines for staff personnel, priority may be given to early childhood, elementary education and special education majors for interview and hiring purposes.

**Required Physical:** All new employees at the Center for Young Children must successfully complete a physical exam and TB test upon hiring. The form needed for this exam will be provided.

**Criminal Background Check and Suitability for Employment:** All new employees are required to undergo a state and FBI criminal background check to complete the hiring process. In compliance with state regulations and the CYC's internal hiring policy, no final offer of employment will be made to a person who has received a conviction, a probation before judgment (PBJ) disposition, a not criminally responsible (NCR) disposition, or who has a pending charge for the commission or attempted commission of any crime, unless the applicant has successfully challenged the record. Under this circumstance, the applicant can then be considered for a possible position.

Have you received a conviction, "probation before judgment" (PBJ) disposition, or a "not criminally responsible" (NCR) disposition for any crime (other than a minor traffic violation)? \_\_\_\_\_Yes \_\_\_\_\_No

As of today, do you have any pending charges for the commission or attempted commission of any crime? \_\_\_Yes \_\_\_No

We recommend that fingerprinting for the criminal background check be done at the UMD Campus Police Station in the Pocomoke Bldg. on Rt. 1. It is an electronic process; the fee (your responsibility) is about \$55.00.

**This step is necessary ONLY if you are offered a position.**

**PLEASE PROVIDE THE FOLLOWING INFORMATION: (this can be a separate page if you require more space)**

Why do you want to work at the Center for Young Children? What qualities do you possess that will make you a good candidate for a position here?

\_\_\_\_\_  
\_\_\_\_\_

What experiences, if any, have you had with young children (infants, toddlers, preschoolers)? Older children (elementary)?

\_\_\_\_\_  
\_\_\_\_\_

Please provide at least one **reference** who can attest to your work/work with children or a reference who knows you well (no family members). Please let this person know that they may be contacted. Email AND phone number are required.

Name \_\_\_\_\_ Ph# \_\_\_\_\_ Email \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Ph# \_\_\_\_\_ Email \_\_\_\_\_ Relationship \_\_\_\_\_

What are your hobbies/interests/talents?

\_\_\_\_\_

**Applying to the Center for Young Children neither guarantees an interview, nor a position. The University of Maryland is an Equal Opportunity Employer. There is an orientation session for all new employees at the Center for Young Children early each semester.**



I have read & understand the above info about the Center for Young Children and the requirements for working here.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date