

**Papillion-La Vista Schools Foundation Kids Club Employment Application**

242 West Grant Street, Papillion, NE 68046  
Phone: (402) 829-1340 Fax: (402) 898-1280  
Email: kidsclub@paplv.org  
www.plvschoolsfoundation.org/kids-club

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home or Cell Phone \_\_\_\_\_ Additional Phone \_\_\_\_\_

Email \_\_\_\_\_

Date which you can start employment \_\_\_\_\_

**REQUIREMENTS AND ATTACHMENTS NEEDED TO COMPLETE YOUR APPLICATION**

- 1. At least 2 signed letters of reference are required by all applicants. Accepted forms or reference letters are:**
  - Professional references or teachers/principals if you are a College or High School Student.
  - Reference letters will not be accepted if from a relative or friend.
  - All reference letters must display a date.
  - Reference letters can be addressed to the “Kids Club Program Administrator”. They can be attached to this application or faxed, mailed or emailed to the addresses listed above.
- 2. A completed DHHS Consent and Authorization – signed by your guardian if under 19 years of age.**

Check all positions you are applying for: (Documentation will be required for some qualifications)

**\_\_\_\_ Site Director**

Minimum Qualifications: The director must be at least 19 years of age and of good moral character, and must meet one of the following requirements:

- Hold a bachelor’s degree from an accredited college or university in early childhood education, education or child/youth development;
- Hold a bachelor’s degree from an accredited college or university and at least six credit hours in early childhood education, education or child/youth development;
- Have an associate degree from an accredited college or university in early childhood education, education or child/youth development;
- Have a Child Development Associate Credential;
- Have successfully completed six credit hours or 36 clock hours of Department approved training in administration, early childhood education, education, or child/youth development. Business courses may be included, not to exceed one-half of the credit or clock hour requirements; OR
- Have a high school diploma or GED and 3000 clock hours of certifiable experience in organized group activities for school-age children as indicated by a positive reference from a former employer or supervisor

**Assistant Site Director**

Minimum Qualifications: The Assistant Site Director must be at least 18 years of age and of good moral character and must meet one of the following requirements:

- Hold a valid Nebraska Teaching Certificate;
- Hold a bachelor’s degree from an accredited college or university in early childhood education, education or child/youth development;
- Hold an associate degree from an accredited college or university in early childhood education, education or child/youth development;
- Have a Child Development Associate Credential; OR
- Have a high school diploma or GED; and
  - 1500 verified clock hours of experience in organized group activities for school-age children as indicated by a positive reference from a former employer or supervisor; or
  - Submit a written plan for Department approval to acquire at least three credit hours of 45 clock hours of training in administration, early childhood education, or child/youth development; in a period not to exceed six months. The licensee must maintain a copy of the written plan and Department approval for Department review.

**Teacher**

Minimum Qualifications for a Teacher must be at least 18 years of age and of good moral character and must meet one of the following requirements:

- Hold a valid Nebraska Teaching Certificate;
- Hold a bachelor’s degree from an accredited college or university in early childhood education, education or child/youth development;
- Hold an associate degree from an accredited college or university in early childhood education, education or child/youth development;
- Have a Child Development Associate Credential; OR
- Have a high school diploma or GED; and
  - 1500 verified clock hours of experience in organized group activities for school-age children as indicated by a positive reference from a former employer or supervisor; or
  - Submit a written plan for Department approval to acquire at least three credit hours of 45 clock hours of training in administration, early childhood education, or child/youth development; in a period not to exceed six months. The licensee must maintain a copy of the written plan and Department approval for Department review.

**Support Staff**

Minimum Qualifications: Support staff must be at least 16 years of age and be of good moral character.

**Additional Information:**

Were you previously employed by Papillion-La Vista Schools Foundation? If yes, what dates and where:

\_\_\_\_\_

List any friends or relatives who are currently work for Papillion-La Vista Schools Foundation:

\_\_\_\_\_

List all experiences, skills, or qualifications which you feel would qualify you for the position(s) you are applying for. \_\_\_\_\_

\_\_\_\_\_

**Education and Training**

Level of Education	Name of School Or Training	Type of Degree (if obtained)	Current Grade Level
High School Diploma or GED			
College			
Trade School or Special Training			

**Please list Current or Most Recent Employment First**

Name of Employer / phone number and address of Employer	From Mo/Year to Mo/Year	Describe in detail the work you did.	Ending salary/hourly wage	Name of Supervisor	Reason for Leaving	May we contact this employer? Yes or No

The facts set forth in this application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation into my personal history.

Signature \_\_\_\_\_

Date \_\_\_\_\_

All position are subject to Veteran's preference / EOE. The Papillion-La Vista Foundation does not discriminate on the basis of race, color, national origin, gender, marital status, age, disability or any other legally protected status in admission or access to, or treatment or employment in, its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of non-discrimination: Executive Director of Papillion-La Vista Schools Foundation, 242 West Grant Street, Papillion, NE 68046 (402) 829-1340.

**Availability:**

\_\_\_ I can work the **entire** AM (6:30-8:15am Mon-Fri) shifts for the school year  
***\*If in High School late start may be required.***

\_\_\_ I can work the **entire** PM (2:30-6pm Mon-Fri) shifts for the school year  
***\*If in High School early release may be required.***

\_\_\_ I can work the **entire** AM & PM (6:30-8:15am & 2:30-6pm) shifts for the school year  
***\*If in High School early release and/or late start may be required.***

\_\_\_ I can work summer (End of May-Middle of August)

\_\_\_ I can **only** work summer (End of May-Middle of August)

**Please fill in the availability form and include any upcoming activities that you would need to get off early for (dates, days and times)**

Name					E-mail				
Dates	to				Phone				
Monday	Tuesday		Wednesday		Thursday		Friday		
6:30am		6:30am		6:30am		6:30am		6:30am	
7:00am		7:00am		7:00am		7:00am		7:00am	
7:30am		7:30am		7:30am		7:30am		7:30am	
8:00am		8:00am		8:00am		8:00am		8:00am	
8:30am		8:30am		8:30am		8:30am		8:30am	
9:00am		9:00am		9:00am		9:00am		9:00am	
9:30am		9:30am		9:30am		9:30am		9:30am	
10:00am		10:00am		10:00am		10:00am		10:00am	
10:30am		10:30am		10:30am		10:30am		10:30am	
11:00am		11:00am		11:00am		11:00am		11:00am	
11:30am		11:30am		11:30am		11:30am		11:30am	
noon		noon		noon		noon		noon	
12:30pm		12:30pm		12:30pm		12:30pm		12:30pm	
1:00pm		1:00pm		1:00pm		1:00pm		1:00pm	
1:30pm		1:30pm		1:30pm		1:30pm		1:30pm	
2:00pm		2:00pm		2:00pm		2:00pm		2:00pm	
2:30pm		2:30pm		2:30pm		2:30pm		2:30pm	
3:00pm		3:00pm		3:00pm		3:00pm		3:00pm	
3:30pm		3:30pm		3:30pm		3:30pm		3:30pm	
4:00pm		4:00pm		4:00pm		4:00pm		4:00pm	
4:30pm		4:30pm		4:30pm		4:30pm		4:30pm	
5:00pm		5:00pm		5:00pm		5:00pm		5:00pm	
5:30pm		5:30pm		5:30pm		5:30pm		5:30pm	
6:00pm		6:00pm		6:00pm		6:00pm		6:00pm	
<b>Darkened boxes are hours for school year. All employees are required to be available all full AM shifts, all full PM shifts or both shifts.</b>									
<b>List all activities/classes that would conflict with these times (include dates, days and times):</b>									