

# UNIVERSITY of HOUSTON

## CHILDREN'S LEARNING CENTERS

### Application for Student Employment

In order to be eligible for a student employee position at CLC you must be enrolled as a student at the University of Houston Central Campus and be in good academic standing. For a student to then qualify for employment at CLC the following must be met:

- A genuine love of children and respect for the family
- A high energy level
- An understanding of the custodial duties required in a child care setting in order to prevent the spread of germs
- A willingness to perform these custodial duties
- A willingness to participate in training/staff development
- Must be at least 18 years old

#### Contact Information

Full Name: \_\_\_\_\_

Home Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Personal Information**

How did you hear about us? \_\_\_\_\_

The starting pay rate for student staff at CLC is \$7.25 an hour. Is this acceptable? Yes      No

Are you 18 years of age or older?      Yes      No

What degree are you working towards? \_\_\_\_\_

What is your classification? Freshman    Sophomore    Junior    Senior    Other \_\_\_\_\_

UH Peoplesoft ID #: \_\_\_\_\_

Are you in good academic standing with UH?      Yes      No

Do you currently have delinquent balance with UH?      Yes      No

Have you ever been convicted of a criminal offence (other than a traffic violation) including DWI/DUI or received deferred adjudication within the last seven years?    Yes    No

If you responded YES to the question above, please explain your conviction in full detail.

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**Work Experience**

Have you worked with children before? Yes    No

Describe your work experience with children? \_\_\_\_\_

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List any other qualifications/work experience that you have: \_\_\_\_\_

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List any Special Talents, Activities you are involved in, or Languages that you speak: \_\_\_\_\_

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Explain why you would like an opportunity to work at CLC? \_\_\_\_\_

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**References**

You must provide a name and phone number of one work/school reference:

Reference Name: \_\_\_\_\_

Reference Phone Number: \_\_\_\_\_

**Work Time Availability**

Monday: \_\_\_\_\_ to \_\_\_\_\_ & \_\_\_\_\_ to \_\_\_\_\_

Tuesday: \_\_\_\_\_ to \_\_\_\_\_ & \_\_\_\_\_ to \_\_\_\_\_

Wednesday: \_\_\_\_\_ to \_\_\_\_\_ & \_\_\_\_\_ to \_\_\_\_\_

Thursday: \_\_\_\_\_ to \_\_\_\_\_ & \_\_\_\_\_ to \_\_\_\_\_

Friday: \_\_\_\_\_ to \_\_\_\_\_ & \_\_\_\_\_ to \_\_\_\_\_

**Expectations of Student Employees while on duty at CLC:**

- Be positive, happy and friendly! We count on our student staff to bring fresh energy into the Center throughout the day.
- Treat every child with dignity and respect at all times, even if you are redirecting or correcting them. Let the children know what they can do and how they can solve their problems.
- Conduct all communications with parents and other UH Children's Learning Centers staff in a courteous and professional matter.
- Do not discuss any child's behavioral, development or personal issues with the parents. If you have any concerns or questions about a child discuss them with the teacher or your immediate supervisor/Master Teacher.
- Interact with the children; you are here to guide the children through their adventures in learning, not just to baby-sit.
- Get down on the level of the child. Positive interaction cannot occur when an adult is standing over a child. You need to be down at the child's level at the table or on the floor.
- Be a flexible team player. You may be asked to help in another classroom and this should be done with the same enthusiasm you bring to your classroom. We are here for all the children not just those in one room.
- Remember to smile and be pleasant at all times; always greet the child and the parents first.

**I have read, understand and agree to follow these expectations if I become a CLC student employee:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_