



UNIVERSITY of **HOUSTON**  
CHILDREN'S LEARNING CENTERS

**Application for Student Employment-Non Work Study Position**

**CLC has a limited number of non-college work study positions available. Applications will be kept on file and interviews will be conducted once a position becomes available.**

In order to be eligible for a Non-Work Study Student Employee position at CLC you must be enrolled as a student at the University of Houston (Main Campus).

Contact/Personal Information					
Full Name:					
UH PeopleSoft ID#					
Degree/Major:					
Classification:	<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>	<b>Grad Student</b>
Phone Number:					
Email:					

Position Requirements		
Are you 18 years of age or older?	<b>Yes</b>	<b>No</b>
Are you in good academic standing with UH?	<b>Yes</b>	<b>No</b>
Are you current with your UH billing account?	<b>Yes</b>	<b>No</b>
The starting pay rate for student staff at CLC is \$10.00/hr. Is this acceptable to you?	<b>Yes</b>	<b>No</b>
Are you willing to complete all required pre-service training and health screenings?	<b>Yes</b>	<b>No</b>
This position is security sensitive and requires background checks. Are you willing to pay for your fingerprint-based background check (\$42)?	<b>Yes</b>	<b>No</b>

**Work Experience**

Have you worked with children before?            **Yes**            **No**

Describe your work experience with children (if any):

List any other qualifications/work experience that you have:

List any special talents, activities you are involved in, or languages that you speak:

Why you would like an opportunity to join the CLC team?

**School or Work Reference**

Full Name:

Phone Number:

Email:

**Work Availability/Schedule**

	<b>Times available to work between 7:30am-5:30pm (ex. 7:30am-10:30am &amp; 3:30pm-5:30pm)</b>
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

**Expectations of CLC Student Employees:**

- Be **positive, happy and friendly!** We count on our student staff to bring fresh energy into the Center throughout the day. **Always** greet children, parents and other CLC team members.
- 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 concerns.
- Conduct all communications with families and CLC team members in a **courteous** and **professional** matter.
- Abstain from discussing any child's behavior or development with the parents/guardians. Any information about a child's behavior or development will be communicated by the classroom teacher. Keep all family information **confidential**.
- All CLC staff is expected to **guide** the children through their adventures in learning, not just to "baby-sit". Get down on the level of each child (at the table or on the floor) and engage children to help **extend** their learning.
- Be a **flexible team player** and take an **initiative** to complete classroom tasks. You may be asked to help in multiple classrooms. We are here for all children!
- Must participate in **training/staff development** and **performance evaluations**.

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

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

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