



Early Education and Care, Inc.

Dear Applicant,

You are applying at one of the largest and best private, non-profit child care agencies in the area. The success of Encompass is due to the quality of its employees and volunteers who have worked endlessly since 1919 to make Encompass one of the “*best places*” to be for children when their parents can’t be with them. Encompass’ formula for success has its roots in quality and is driven by its mission and values of: ***respect, appreciation, communication, honesty and laughter.***

Encompass Early Education and Care, Inc. seeks employees who:

- Ø are interested in lifelong learning
- Ø will share and advocate for Encompass’ mission
- Ø share in the passion of the well-being of children and families
- Ø bring energy and fresh ideas to their work
- Ø will work to get along with others
- Ø demonstrate a commitment to teaming and communication for the betterment of the whole

Encompass Early Education and Care, Inc. strives to offer to each employee a workplace that provides:

- Ø choice, flexibility, and fun
- Ø treating everyone fairly and with respect
- Ø providing many avenues for open communication
- Ø providing a family-friendly environment
- Ø offering opportunities for advancement and support for professional development
- Ø a professional work environment in all centers and departments
- Ø appreciating a job well done
- Ø providing a climate for diversity and respecting differences

To become an employee of the Encompass team, you will be expected to put the agency’s mission and values into practice every day. On the back of this letter are the agency’s values and their descriptions. These values drive our behavior. If you feel you can “*live our values*”, I welcome your application.

Sincerely,

Sue Vincent
Executive Director



“Strengthening families through education, advocacy and care”

P.O. Box 1627, Green Bay, WI 54305 (920) 469-1236 – FAX (920) 469-1730

www.encompasseec.org

Established 1919



ENCOMPASS EARLY EDUCATION AND CARE

VALUES

In carrying out the mission and vision, Encompass Early Education and Care, Inc. has five key values that guide all that it does. They are:

1. Respect

You and I need to do simple acts of kindness for each other. We must value and accept differences without judgment and discrimination. We need to treat others the way we would like to be treated.

2. Appreciation

You and I need to recognize a job well done by saying something nice about the effort as well as thank you. Making others feel valued and important is a result we must strive for. Diminishing a person is never okay.

3. Communication

You and I need to be honest and find compassionate ways to be so. When you talk, I will listen, and when I talk, I need you to listen.

4. Honesty

You and I need to develop a sense of trust with each other by doing whatever it is we say we will do. We must tell the truth so our integrity will never be in doubt.

5. Laughter

You and I must have a sense of joy and perform our work with happiness and enthusiasm. We need to learn to delight in small things and to enjoy the moment. Being able to laugh at ourselves and not at someone else is key.

Mission Statement

Encompass Early Education and Care, Inc. is a not-for-profit organization providing education and care for children and support for families with a commitment to compassion, excellence and advocacy.

(Board Approved 4/23/07)

INTERNET

ENCOMPASS EARLY EDUCATION AND CARE, INC.
Human Resources
Business Office: 1300 Bellevue, Green Bay, WI 54302
P. O. Box 1627, Green Bay, WI 54305-1627
Phone (920) 469-1236

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

PERSONAL

Last Name	First	Middle	Date of Application
Street Address			Telephone (Home) _____ (Work) _____
City	State	Zip	Have you ever applied for employment with EEEEC? Yes No If yes, list month, year _____ Location: _____
Position Desired: _____			Pay Expected _____
Date available to begin work: _____ Available to work: Full Time () Part Time () Temporary () Substitute () Summer Program () Preferred Hrs/Shift: _____			Are you legally eligible for employment in the United States? _____ Proof of US Citizenship or immigration will be required upon employment. Are you over 18 years of age? _____
How did you become aware of this position? Ad/paper _____ Walk-in _____ EEC employee _____ Other _____ <i>(If checking other, please specify)</i>			

EDUCATIONAL HISTORY

School	School Name/Location	Course of Study	# of Years Completed	Did You Graduate?	Degree or Diploma
High School				Yes No	
College				Yes No	
Business/Trade/ Technical				Yes No	

WORK HISTORY

List last three employers, most recent first.

Company Name	Telephone
Address	Employed (Mo. & Yr.) From _____ To _____
Name of Supervisor	Hourly Pay Start _____ Last _____
Job Title & Description of Responsibilities	Reason for Leaving

Company Name	Telephone
Address	Employed (Mo. & Yr.) From _____ To _____
Name of Supervisor	Hourly Pay Start _____ Last _____
Job Title & Description of Responsibilities	Reason for Leaving

Company Name	Telephone
Address	Employed (Mo. & Yr.) From _____ To _____
Name of Supervisor	Hourly Pay Start _____ Last _____
Job Title & Description of Responsibilities	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer _____
	Reason _____ _____

PROFESSIONAL/BUSINESS REFERENCES *(List references that are not related and not previous employers)*

Name	Address	Telephone

Please summarize below any special job-related skills and qualifications acquired from employment or other experience that you feel may be helpful to us in considering your application.

TRUTH OF STATEMENTS AND AUTHORIZATION FOR REFERENCES

I am aware that employment at Encompass Early Education and Care is determined in part by a criminal records check.

I certify that I have never been convicted of child abuse or crimes against sexual morality involving children. The above information is complete and accurate to the best of my knowledge.

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I hereby authorize my former and present employers and others to give any information they have regarding me or my employment with them.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Applicant's Signature

Date

!-----

FOR ENCOMPASS CENTER USE ONLY

ABW " BHC " CBC " CDO " CDC " DPC " TCC " TRB "

Date Interviewed: _____ Position: _____

Offered: _____ On: _____ Answer: _____

Comments: _____

Interviewed By: _____

!-----

FOR ENCOMPASS CENTER USE ONLY

ABW " BHC " CBC " CDO " CDC " DPC " TCC " TRB "

Date Interviewed: _____ Position: _____

Offered: _____ On: _____ Answer: _____

Comments: _____

Interviewed By: _____



Early Education and Care, Inc.

VOLUNTARY SELF-IDENTIFICATION

As an employer, we wish to voluntarily comply with laws and regulations that require us to file annual statistical reports on applicants for employment. In addition, it is our policy to provide equal opportunity to all persons without regard to race, religion, age, sex, national origin, disability, or against disabled veterans, veterans for the Vietnam era or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, or any other factor prohibited by applicable state or federal law. Submission of this information by you is voluntary. Please be assured that you will not be subjected to any adverse treatment if you do not provide the information requested.

Gender: Male Female

Ethnic Origin: White, not of Hispanic Origin
 African American or African Origin
 Hispanic/Latino
 Asian
 American Indian or Alaska Native
 Native Hawaiian or other Pacific Islander
 More than 1 race