**Child Care Guidance Unit 2:   
EMPLOYMENT SKILLS:** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job Application Interview & Work Skills

**Rights and Responsibilities of Child Care Employees**

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| --- | --- |
| **Employee Rights** | **Employee Responsibilities** |
| * Quality workplace * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Employee Benefits      * Job \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Supportive Supervision * Environment free from discrimination and sexual harassment * \_\_\_\_\_\_\_\_\_\_\_\_ work environment. | * Do your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * Comply with all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and  state childcare licensing requirements. * Adhere to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ standards. * Provide appropriate, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ care. * Good attendance /be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * Professional appearance. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * Maintain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_when needed. |

**When Seeking a Job:**

* Check with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, friends, relatives, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

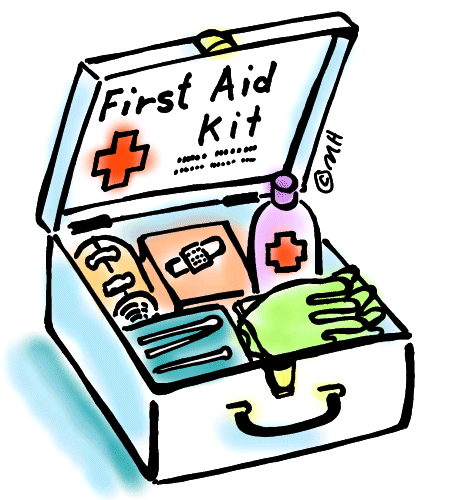
internet and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for job openings.

* Obtain applications, complete and return to businesses.
* Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when applying for jobs outside your community.
* ALWAYS be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and likeable.

**JOB APPLICATION**

* Fill out the application form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Use a \_\_\_\_\_\_\_\_\_\_\_ and write \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**INFORMATION** may be collected from:  
- Birth Certificate -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ -Driver’s License -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[](http://www.google.com/url?sa=i&source=images&cd=&cad=rja&docid=AGml20QHbcyNeM&tbnid=KrO04DveI7OHPM:&ved=0CAgQjRwwAA&url=http://school.discoveryeducation.com/clipart/clip/firstaidkit4c.html&ei=XQsHUsvmOOm62wX8r4CQDQ&psig=AFQjCNHSqiDMQ7CSZelnQ0QHqsUGrhyzNA&ust=1376279774274368)EMPLOYER MAY REQUIRE:**

* Special Permits
  + Food Handlers
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + 1st Aid Training
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Blood Test
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for background check.

**The INTERVIEW:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Arrive about 10 minutes early.
  + Find the location of the interview BEFORE the day of the interview.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ yourself and use a firm handshake.
  + Be Pleasant
  + In both \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ language
  + Be attentive, alert, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and use eye contact.
* DO NOT chew Gum

|  |  |
| --- | --- |
| **Your DRESS and APPEARANCE** | **Does APPEARANCE MATTER …** |
| * How you **\_\_\_\_\_\_\_\_\_\_\_\_\_** makes a statement before you even open your mouth! * Appearance =   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Clothing should be:   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being sought * Clean and pressed * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Personal Grooming Includes:   * Hair, Beards, Nails, * Breath - Body Odor   Avoid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ make up, perfume,  jewelry, or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

**QUALITIES EMPLOYERS ARE LOOKING FOR:**

1. Communication Skills (written & verbal)
2.  Honesty and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Teamwork Skills - getting along with others
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Skills
5. Strong \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Motivation / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Flexibility
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Skills (Problem Solving)
9. Computer Skills
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Skills

**You got the Job - NOW KEEP IT!**

[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&docid=8vLRpXBi3kCMdM&tbnid=weDzgoJLD1q-cM:&ved=0CAUQjRw&url=http://www.ccsf.edu/NEW/en/about-city-college/jobs-at-ccsf.html&ei=NA0HUt6zAoKOyAHwsoAY&bvm=bv.50500085,d.b2I&psig=AFQjCNHaCWhiHbLd4ZsCNO5uqZstHnjx0g&ust=1376280139855254)Find a Job you will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_!

* Be ON TIME - Don’t \_\_\_\_\_\_\_\_\_\_\_\_\_\_ SICK LEAVE.
* Be a HARD WORKER-Get the Work DONE.
* Follow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_!
* Keep a LEARNING ATTITUDE.
* Do Not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* HELP in any way possible.
* Work \_\_\_\_\_\_\_\_\_\_\_ not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ other employees.