

Summer 2019 – Undergraduate Student Employment Application
University of Illinois - Child Development Laboratory

If you graduate in May 2019, we cannot hire you as an undergraduate student.
DO NOT complete this application!

Today's Date _____ Name _____
Local Phone # _____ Email Address _____
Date of Birth _____ Year in School - Fr So Ju Sr
Major Area of Study _____
Date Submitted _____ Referred by _____
UIN _____

PLEASE READ THROUGH THE ENTIRE APPLICATION PRIOR TO COMPLETING THE APPLICATION AS THE
LAST PAGE OUTLINES THE PROCESS AFTER APPLICATION SUBMISSION.

List all previous work and volunteer experience you have that involved supervising or caring for **children under the age of 6 years**. Please include the duration of the experience and your responsibilities. Please note if you have had any human development or early childhood course work, be specific.

What is/are your reason(s) for wanting to work at the Child Development Lab?

Describe your **work ethic**, your understanding of the **commitment** you make when you accept employment working with children and your job to help maintain ratios, and the most effective way for you to receive **performance feedback**.

Explain how you introduce yourself **into** a new group of children.

Scenario Questions: Please explain what you do:
Please provide an answer to all 3 situations.

1.) When an infant is crying:

2.) When a 2 year old child is running around the classroom knocking over everything and everyone in his/her path:

3.) When there is a disagreement between two 4 year olds about who gets to play with a toy:

We are looking for student employees to work primarily during the times listed on the grid below. **Please mark with an “X” next to those days and times which you can work on a consistent weekly basis during the summer (May 13- Aug. 9).** If you are only available for Summer 1 (May 13-June 7) or Summer 2 (June 10-Aug 9), please be very clear in indicating when you are available to work which hours. You may want to fill out 2 separate schedules if your availability is different for each summer session.

We also have an **availability** section. This section is used for shifts that may arise during the semester. If you are available during the times needed you will get first priority for the shift. Please list availability Monday-Friday, 8:00-5:45 basis. The times do not have to be the same each weekday nor do you have to be available each weekday, you do however have to be available the same hours each week throughout the summer. Please also list the total number of hours you would like to work each day.

Sometimes, your availability does not match the shifts we need filled. We may offer you a position as an **‘on-call substitute’**. These are not guaranteed hours. Each week we send out an email to all student employees, listing shifts that need to be filled for the following week. You would have the opportunity to pick up shifts on a weekly basis – maximum of 28 work hours per week and limited by the demands of your classes.

Please do not indicate you are available as on-call if you do not intend to pick up at least one shift a week.

If you are enrolled in a UIUC course at any point in the summer you can only work a maximum of 28 hours per week, regardless of your availability during either summer session. If you are not taking classes this summer then you are able to work full-time.

Those blocks with **‘NO’** noted in them indicate that the shift listed at the left is not available that day.

Time	Mon	Tues	Wed	Thurs.	Fri
9:30-11:45					
12:30-2:15					
12:30-5:45					
1:15-3:15		NO	NO	NO	NO
3:00-5:45					
Permanent Sub List hours you are available- between 8:00 and 5:45					
Target Hours Please provide the target number of hours you would like to work each day					
Fall Intentions Mark yes or no if you intend to work in the fall					

Student Signature _____

We will review applications and offer interviews/information meetings to those whose applications are of interest to us. ***If you are not contacted by the end of the second week of classes or within 3 weeks of submitting your application to us, you were not selected for an interview.*** If this is the case please do not reapply in upcoming semesters unless you have significant additions to your education or work experience in the early childhood education field. Thank you for your interest in our program!