Operation Intergeneration (OpIn)
Teacher/Caregiver/Volunteer (Workers) Job Application
Duties And Non-Discrimination Policy

Physical Address-400 Veterans' Drive
Mailing Address-80 13th St E
Columbia Falls, MT 59912
406-253-4369

Employment Application

Last Name_____ MI_____ First_____
Address_____ City_____ State_____ Zip_____
Home Phone_____ Cell _____ In Case of Emergency _____
Email_____ DOB_____ SS# _____-___-_____
Position Applied For_____ Date of Application_____

How did you learn about our facility? _____
Have you ever been employed with us before? _____ If Yes, date? _____
Are you currently employed? _____ Are you 18 years of age? _____
Are you prevented from lawfully becoming employed n this country because of Visa or immigration status? _____
Are you on layoff and subject for recall?_____ Are you a college student?_____
Are you bound by a non-competition or trade secret agreement? _____ If yes, please explain_____
_____
_____
_____
Are you able to work ___ Full time ___Part time __ Temporarily_____ Substitute_____

Have you ever been convicted of a crime, beside a traffic ticket?_____ If yes, please explain_____
_____
_____
Are you physically, emotionally and psychologically healthy to work? _____

Have you worked in a childcare setting before? If yes, where and why did you leave?

_____

_____

Please give 3 references of people not related to you that can verify your outstanding ability to work with children:

Name	Address	Working Phone	Yrs Known & How

Do you have current Infant/Child and Adult 1st aid and CPR cards? __ If no, when are you scheduled to take classes to obtain?_____

Is there anything we should be aware of that may interfere with your work?

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What makes you awesome working with children?

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Please return the following state forms with your application:

http://dphhs.mt.gov/Portals/85/qad/documents/LicensureBureau/ChildCare/NewHirePaperwork.pdf

Copy of Infant/Child/Adult 1st Aid and CPR

Duties

- Supervise and monitor the safety of children in their care
- Prepare meals and organize mealtimes and snacks for children
- Help children keep good hygiene
- Change the diapers of infants and toddlers
- Organize activities or implement a curriculum that allow children to learn about the world and explore interests
- Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime
- Watch for signs of emotional or developmental problems in children and bring the problems to the attention of parents
- Keep records of children's progress, routines, and interest
- Must maintain current infant/child/adult cpr and 1st aid cards
- Must be up-to-date on all immunizations

Workers will introduce babies and toddlers to basic concepts, such as manners, by reading to them and playing with them. For example, they teach young children how to share and take turns by playing games with other children.

Workers will help preschool-age children prepare for kindergarten. Young children learn from playing, solving problems, questioning, and experimenting. Workers will use play and other instructional techniques to help children's development. For example, they use storytelling and rhyming games to teach language and vocabulary. They may help improve children's social skills by having them work together in the garden or at the farm or teach math by having children count when building with blocks. They may also involve the children in creative activities, such as art, dance, and music.

Workers will also watch school-age children before and after school. Will help these children transition to and from school and ensure they have scheduled snack or meal.

During the summer, when children are out of school, workers will be involved caring for older children as well as younger ones for the entire day while the parents are at work.

*Workers must enjoy working with children, be flexible working in difficult situations, be able to lift up to 30 pounds, pass background check, be respectful of children, family members, colleagues, residents employees, etc., and be clean upon arrival (we are a farm and will get dirty

throughout the day so an extra set of clothes is a must). Operation Intergeneration is a smoke free environment.

Farming For The Future Non-Discrimination Policy

It is the policy and commitment of Farming For The Future Academy, Inc., that it does not discriminate on the basis of race, age, color, sexual orientation, gender, national origin, physical or mental disability, or religion.

Equal Employment Opportunity.
Farming For The Future Academy, Inc., is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sexual orientation, gender, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law. Any employee, board member, volunteer or client who believes that s/he or any other affiliate of Farming For The Future Academy, Inc., has been discriminated against is strongly encouraged to report this concern promptly to the Executive Director.

Discriminatory Harassment.
Harassment or intimidation of a client, staff person, student or guest because of that person's race, age, color, sexual orientation, gender, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination
.
Harassment and intimidation includes abusive, foul or threatening language or behavior. Farming For The Future Academy, Inc., is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or agency clients. Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Executive Director or immediate supervisor and, if substantiated, prompt action will be taken