



CHILDREN'S FORUM CLASS[®] SERVICES CONTRACTOR APPLICATION

Children's Forum
1211 Governor's Square Blvd., #200
Tallahassee, FL 32301
Phone (850) 487-6300
www.thechildrensforum.com

Please complete this application to serve as a contractor for the Children's Forum (Forum). The Children's Forum is an equal opportunity organization. All contracting decisions are made without regard to race, color, religion, sex, national origin, citizenship, age, or disability and are made solely on the basis of applicant qualifications.

Before beginning this application, do you attest that you are not currently employed by an ELC or RCMA? Yes No* **If no, you are uneligible to apply.*

Contracting position (Indicate CLASS [®] Observer, Certified Coach, or Both):	Dates you are available for contracting: to		
Last Name:	First Name:	Middle Initial:	
Maiden Name:			
Mailing Address:	City:	State:	Zip:
Telephone Number(s): Home () Work () Mobile ()	Email Address: County of residence:		

- Are you currently employed (other than self-employed)?
- May we contact your current supervisor for a reference at this time?
- Are you currently self-employed?
- In which counties in Florida are you willing to travel from your home address to provide observation services?

- In which counties in Florida are you willing to travel from your home address to provide coaching services?

- What languages do you speak proficiently?

- What is your highest education level?

Please attach evidence of completion to include an unofficial high school or college transcript or copy of a diploma/degree from an accredited institution.

- Do you have at least 5 years of employment history?
- Do you have at least 5 years of experience working in an early learning environment?
If yes, briefly describe that experience (e.g. Early Learning Coalition, child care program, early learning agency):

- Are you a certified, reliable CLASS[®] observer through Teachstone?
- Provide the age-level and expiration date of your CLASS[®] certification(s) within the last 12 months:

- How many years of experience do you have conducting CLASS[®] observations as a certified and reliable observer?
Please describe your experience.

- Have you entered CLASS[®] assessments data into WELS?
- Do you have a coaching certificate from My Teaching Partner or UF Lastinger Center?
- How many years of experience do you have providing coaching around the CLASS[®] since you became certified?
Please describe your experience

- Are you eligible for lawful employment in the United States?
- Do you give permission to the Forum to conduct a National Sex Offender Predator Website (NSOPW)* background check?
- Are you willing to obtain a Level 2* background screening at your own expense in order to provide CLASS contracting services?

* Required by the Florida Office of Early Learning for all individuals providing CLASS[®] services in childcare programs.

Employment History

Beginning with your most recent position, list each position held over the last five years at minimum. Be sure to demonstrate at least 5 years of early learning work history, even if that means including more than five years of overall work experience. If self-employed, please indicate your name or your business name (if applicable) for Name of employer.

Name of Current Employer:		Employed From:
		To:
Address of Employer:		
Job Title and Department:		
Describe early learning aspect of the job (if applicable):		
Name of Supervisor: Email Address:		Phone:
Reason for leaving:	Starting Salary:	Ending Salary:

Name of Employer:		Employed From:
		To:
Address of Employer:		
Job Title and Department:		
Describe early learning aspect of the job (if applicable):		
Name of Supervisor: Email Address:		Phone:
Reason for leaving:	Starting Salary:	Ending Salary:

Name of Employer:		Employed From:
		To:
Address of Employer:		
Job Title and Department:		
Describe early learning aspect of the job (if applicable):		
Name of Supervisor:		Phone:

Email Address:		
Reason for leaving:	Starting Salary:	Ending Salary:

Name of Employer:		Employed From: To:
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Describe early learning aspect of the job (if applicable):		
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Reason for leaving:	Starting Salary:	Ending Salary:

Name of Employer:		Employed From: To:
Address of Employer:		
Job Title and Department:		
Describe early learning aspect of the job (if applicable):		
Name of Supervisor: Email Address:		Phone:
Reason for leaving:	Starting Salary:	Ending Salary:

Please note:

If you need to add more employers, please attach them on a separate sheet and submit it along with your application.

References

Please provide three professional references that the Children’s Forum may contact regarding your professional history and experience.

1. <u>Professional</u> Reference: _____ Phone: (____) _____
Relationship: _____ Years Known: _____
Email Address: _____
2. <u>Professional</u> Reference: _____ Phone: (____) _____
Relationship: _____ Years Known: _____
Email Address: _____
3. <u>Personal</u> Reference: _____ Phone: (____) _____
Relationship: _____ Years Known: _____
Email Address: _____

Applicant Agreement and Certification

I understand that, if I am contracted to provide CLASS® services, any misrepresentation or material omission made on this application will be sufficient cause for cancellation of any contracting agreements with the Children's Forum upon discovery.

Release of Information: I give full consent to the Children's Forum to contact and obtain information from all references, employers, educational institutions and otherwise to verify the accuracy of the information contained in this application. I fully authorize my past employers, all designated references and any other persons to answer all questions asked concerning my employment history and abilities. I release the Children's Forum and its representatives from liability in obtaining and using such information.

Finally, I understand that I am required to abide by all rules and regulations of the Children's Forum in the event that I am offered and accept a contract with the organization.

I have read and fully understand the above agreement and agree to the terms outlined.

Signature of Applicant

Date