

Use this form to document previous Early Childhood employment experience not provided at the time of your initial application. Previous employment listed with incomplete information (i.e., missing position titles, missing start/end dates) will not be added to your account or factored into your total number of direct service hours on file. This could result in an inaccurate Career Ladder level and/or total number of self-reported years in the field listed on your certificate.

Directions: Choose a position code from the list in **Part A** and enter the corresponding number in **Part B**. If the exact title is not reflected in the list, please choose the title code that **MOST CLOSELY** aligns with your previous position(s).

A. Position Title Codes (to be used in Part B below)

Direct Service Positions*		Indirect Service Positions
1. Center/Preschool Director/Administrator	22. Licensed Group Home Provider	13. Early Childhood Trainer/Coordinator
2. Assistant Director/Program Director	25. School District PreK Teacher	15. Child Care Resource & Referral (CCR&R)
3. Infant/Toddler Director	27. School District Teacher K-3 Grade	16. Higher Education Faculty
4. Infant/Toddler Assistant Director	28. School District Special Education PreK Teacher	17. Program Administrator (indirect)
5. Lead/Head Teacher	29. School District Special Education Teacher K-3rd Grade	24. TA Provider (Coach, Mentor, Consultant)
6. Assistant Teacher/Aide	14. Early Intervention Provider	18. Other child/family agency (indirect):
7. Floater/Breaker/Substitute	21. Registered Family, Friend or Neighbor Care (Unlicensed)	
10. Before/After School Teacher	30. Unlicensed Kith and Kin Provider	
11. Licensed Family Child Care Provider		

\*Direct service positions refer to the direct care of children; most commonly in a licensed child care setting.

B. All Previous and Verifiable Early Childhood Work Experience (Direct and Indirect)

Complete this section thoroughly. All fields are required. Resumes cannot be submitted in lieu of completing the table below.

- List each position separately. If you have held more than one position for the same employer, list those positions separately.
- If you have held the same position at more than one place of employment, list each experience separately.
- Do not include any previous employment that is not ECE-related (i.e., retail, food service, etc.).
- Information provided on this form may replace existing employment information already on file in your account if there is a discrepancy.

Make a copy of this page if more space is needed to report previous experience.

Previous Work Experience in ECE	City	State	Position Title Code (Choose from list in Part A above)	Hours Worked Per Week	Hourly Wage	Months Worked Per Year	Reason for Leaving Code (Choose from list in Part C below)	Dates of Employment	
								Start (MM/DD/YYYY)	End (MM/DD/YYYY)
Employer: Phone: (    ) Address:								___/___/___	___/___/___
Employer: Phone: (    ) Address:								___/___/___	___/___/___
Employer: Phone: (    ) Address:								___/___/___	___/___/___
Employer: Phone: (    ) Address:								___/___/___	___/___/___
Employer: Phone: (    ) Address:								___/___/___	___/___/___

C. Reason for Leaving (applies to all previous positions). Please select only one for each position above.

A. New job in ECE	I. Free child care not offered	Q. Philosophical differences	Y. Stressful working environment
B. New job outside the field of ECE	J. Hourly wage too low	R. Program not participating in QRIS	Z. Termination
C. Benefits not provided	K. Illegal employment/labor practices	S. Program not participating in T.E.A.C.H.	AA. Too few hours offered
D. Business closed	L. Insufficient classroom materials	T. Program out of compliance with Licensing	BB. Too many hours required
E. Conflict with co-workers	M. Lack of adequate on-the job training	U. Promotion	CC. Transfer to different location/site
F. Conflict with supervisor	N. Maternity Leave	V. Relocation	DD. Workforce reduction/layoutoff
G. Dissatisfaction with job duties	O. Military Duty	W. Retirement	EE. Medical Conditions
H. Family obligations	P. New ownership (same location, new name)	X. Scheduling conflict	FF. Other: