



We are so glad that you're wanting to join our childcare team. Below are the next steps for working in childcare:

1. **APPLICATION** - Fill out the [Childcare Application](#). It's super simple! It's a good idea to confirm with your references that someone will be contacting them via email.
2. **CHECK** - You will also be receiving an email from *Checkr* to this email address for the background check. The link expires 7 days after being sent, so please check your spam/junk/promotions folders, if you don't see it in your inbox. It is a secure site and you will need your SSN handy.
3. **SIGN** - Please click the links to review and sign the following forms:
 - [General Standard of Working with Minors](#)
 - [Eastern Hills Emergency Procedures](#)
 - [childcare Policies and procedures updated](#)
4. Interview: Childcare Coordinator will be in contact with you to set up an interview & tour
5. If you have been extended the position, please download and fill out a [W9 - fillable.pdf](#) .

(Keep in mind that some of the emergency procedures listed here will not all be applicable to your job. Nonetheless, it is important that you understand and read through it.)

Let me know if you have any questions about this process!

Thank you,

Rose Teague

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Childcare Coordinator