



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:
  - [Childcare Policies and Procedures](#)
  - [Childcare Cell Phone Policy](#)
  - [Favorite Things & Preferences](#)
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](#).

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

Thank you,

**Rose Teague**

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Childcare Coordinator