



Building Early Childhood Success

EMPLOYMENT APPLICATION

Virginia's Leader in Early Childhood Systems

A Message from Our CEO

Thank you for your interest in joining Foundation First. We are a Virginia-based nonprofit dedicated to strengthening the early childhood systems that ensure every child, birth through age five, has equitable access to high-quality early learning opportunities.

The people who work here believe that strong systems change lives—for children, families, educators, and communities. We look for colleagues who are collaborative, innovative, accountable, and deeply committed to continuous improvement and equity.

Please complete this application thoughtfully. It is your first opportunity to show us who you are beyond your resume. We read every response.

With appreciation,

Gina M. Davis

Gina Davis
CEO & Director of RRNC
Foundation First

ABOUT FOUNDATION FIRST

OUR MISSION	To unify our community to promote equitable access to resources for all children birth to five.
OUR VISION	All children birth to five have a solid foundation that leads to success.
CORE VALUES	Inclusiveness · Innovation · Impactful · Intentional
OUR WORK	Foundation First leads Ready Region North Central, the Infant-Toddler Specialist Network (ITSN), Mixed Delivery systems, Coordinated Enrollment, and statewide early childhood systems-building initiatives within RRNC.
WHO WE SERVE	Children Birth–Five · Families · Early Childhood Educators · Community Organizations · Local and State Partners

APPLICANT INFORMATION

Full Legal Name

Preferred Name

Street Address

City

State / ZIP Code

Phone Number

Email Address

Preferred Method of Contact

☐ Phone

☐ Email

☐ Text Message

POSITION INFORMATION

Position Applying For

Date Available to Begin

Desired Salary Range

How Did You Hear About This Opportunity?

☐ Foundation First Website

☐ Indeed

☐ LinkedIn

☐ Employee Referral

☐ VECF / Partner Organization

☐ Other

Work Authorization

☐ I am legally authorized to work in the United States

☐ I will require employer sponsorship now or in the future

PROFESSIONAL CERTIFICATIONS & CREDENTIALS

List certifications relevant to this position (e.g., CLASS Observer, CDA, Virginia Teaching License, CPR/First Aid, Project Management, etc.)

Certification / Credential	Issuing Organization	Year Earned	Expiration

Languages (other than English)

☐ Spanish	☐ French	☐ Arabic
☐ Amharic	☐ Somali	☐ Tigrinya
☐ Vietnamese	☐ Korean	☐ Other (list below)

Other languages / proficiency notes

Software / Platform	None	Basic	Intermediate	Advanced
Microsoft Outlook	☐	☐	☐	☐
Microsoft Word	☐	☐	☐	☐
Microsoft Excel	☐	☐	☐	☐
Microsoft PowerPoint	☐	☐	☐	☐
Microsoft Teams	☐	☐	☐	☐
SharePoint	☐	☐	☐	☐
CRM / Database Systems	☐	☐	☐	☐
Asana or Monday.com	☐	☐	☐	☐
Zoom / Virtual Platforms	☐	☐	☐	☐
Data Entry / Reporting Tools	☐	☐	☐	☐

Other software or platforms not listed above

PROFESSIONAL EXPERIENCE AREAS

Check all areas in which you have professional experience:

☐ Early Childhood Education	☐ Family Engagement
☐ Professional Development / Training	☐ Coaching
☐ Data Collection & Reporting	☐ Quality Improvement (VQB5/CLASS)
☐ Community Partnerships	☐ Coordinated Enrollment
☐ Mixed Delivery Systems	☐ Public Speaking
☐ Event Planning	☐ Grant Management / Writing
☐ Project Management	☐ Systems Building
☐ Shared Governance	☐ Strategic Planning
☐ Workforce Development	☐ Communications & Marketing
☐ Fiscal Management	☐ Nonprofit Leadership

PROFESSIONAL REFERENCES

Please provide three professional references (not personal or family references).

Name	Organization	Relationship / Title	Phone	Email

CANDIDATE REFLECTION

In 300 words or fewer:

What unique strengths, experiences, or perspectives would you bring to Foundation First that may not be fully reflected in your resume? What excites you most about joining our team and contributing to our mission of building stronger early childhood systems across Virginia?

Write your response here...

ADDITIONAL INFORMATION

Is there anything else you would like us to know about you?

APPLICANT CERTIFICATION

I certify that all information provided in this application is true and complete to the best of my knowledge. I understand that any false statement or omission may result in disqualification from consideration or termination if employed.

I authorize Foundation First to verify the information provided, contact listed references, and conduct a background check as required for employment consideration.

Applicant Signature

Date

Foundation First is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by law. We are committed to building a team that reflects the diverse communities we serve.