

St. Andrew Preschool Application for Employment

Name		Date	
Address			
City		State	Zip
Home #	Cell #		e-mail
Referred by			
In case of an emergency, who should we notify?			
Phone number			
Position Applying for			Date Available
Hourly Rate Desired			
Why do you want to work here?			
<p>Education</p> <p>High School Dates Attended</p> <p>College Dates Attended Major</p>			
<p>Would you be willing to continue your education by enrolling in courses or other training programs that may be recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>Please list any courses, volunteer work, hobbies or interests that would relate to the position you are applying for</p>			

Name: _____

Please list any community organizations you are active in

Former Employers

Name	Dates Employed
Address	
Phone	Salary on leaving
Position	Supervisor's Name
Duties	

Reason for leaving

Name	Dates Employed
Address	
Phone	Salary on leaving
Position	Supervisor's Name
Duties	

Reason for leaving

Name: _____

Name	Dates Employed
Address	
Phone	Salary on leaving
Position	Supervisor's Name
Duties	
Reason for leaving	

References

Please list at least three persons, not related to you, whom you have known at least one year who could attest to your interaction with children.

Name	Phone
Name	Phone
Name	Phone

Are there any physical or personal limitations on the type of work you can do with children at the center, or that would affect the amount of time you can spend at work? Yes No

If yes, please describe.

Are you CPR and First Aid Certified? Yes No Expiration Date?

Are you certified in EMAT? Yes No

If not, would you be willing to become certified in CPR, First Aid and EMAT? Yes No

Would you like to be added to our substitute list? Yes No

Would you object to being fingerprinted? Yes No

Have you ever been convicted of a felony? Yes No

Do you have a driver's license? Yes No

Are you available for part-time work? Yes No

Essay Questions

Name: _____

Describe your ideal job

Why do you want to work in a preschool setting?

What is your philosophy of early childhood education?

What is your philosophy of behavior guidance?

If hired, what kind of commitment do you expect to be able to give to our program?

Name: _____

What would you say are your goals for the next 1 to 5 years?

What would you say are your goals for the next 5 to 10 years?

If we were to ask your best friend what he/she thought your 5 best qualities are, what do you think he/she would say?

If we asked that same person what areas you needed to improve upon, what would he/she say?

What age group do you prefer working with?

Is there an age group you absolutely would not want to work with?

Name: _____

Describe a positive experience you've had with children, and explain what you think you did to help make it positive.

Describe a challenging behavior-guidance or disciplining experience. Tell what you did and what the outcome was. If you think it could have been handled differently, tell what you would do if you could deal with it again.

Please feel free to add any other comments

Name: _____

In compliance with the requirements of this child care program, no person shall be hired or retained as a staff member, paid or volunteer, who has:

- a) been convicted of, admitted to, or been the subject of substantial evidence of an act of child abuse or child molestation;
- b) used alcohol or drugs such that its effects are apparent during working hours that children are in care;
- c) been convicted of or admitted to any felony or any offense involving moral turpitude.

I am aware that a background study will be performed before I can be hired. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal.

In the event of my employment, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the date it will be effective.

I understand that the first three months of my employment are probationary and that if my services have not proved satisfactory during that time, my employment may be discontinued at any time.

Applicant's Signature

Date

Please attach any appropriate documentation to this application (Transcripts, degrees, certificates, CPR Card, Letters of Recommendation, etc.)

Name: _____