

Westpointchristianpreschool

Employment Application

(all sections must be completed or application will not be considered)

P E R S O N A L	Last Name			First Name			Middle Name		
	Street Address						Phone No. Cell landline		
	City, State, Zip								
	Have you ever applied for employment with us? Yes No If yes, Month and Year ____/____/____								
	Email:								
	Position Applying For: Teacher Classroom Assistant Office Kitchen Janitor			Preferred Age Group(check one) Infant One Two Three Four Kindergarten			Expected Hrly Pay:		
	Are you able to work: Full-Time Part-Time Stipend Volunteer						Will you work overtime? Yes No		
	On what date would you be able to begin work: ____/____/____								
	DAY	MON	TUES	WED	THUR	FRI			
	HOURS								
	Check to certify that you are legally permitted to work in USA								
	State any medical conditions or physical limitations that need to be accommodated:								
	CRIMINAL BACKGROUND CHECKS WILL BE CONDUCTED ON ALL APPLICANTS Have you been convicted of any crimes? This includes, but not limited to, sex-related or child abuse offenses. Yes No If yes, describe in detail:								
	Have you been the subject of an indictment, arrest or an official criminal complaint? Yes No If yes, describe in detail:								
In Case of an Emergency Contact			Name:						
			Phone:						
S C H O O L	School	Name and Location of School		Course of Study	No. of Years Completed	Did you graduate?	GED, Diploma or Degree?		
	High School					Yes No			
	College					Yes No			
	Other					Yes No			
	List Relevant training, skills or education applicable to position								

EMPLOYMENT HISTORY

1	Most Recent Employer	Telephone
	Address	Employed (start/end dates)
	Immediate Supervisor	Hourly Pay
	Job title	Reason for leaving:
	List Responsibilities	May we contact this employer: Yes No
2	2 nd Most Recent Employer	Telephone
	Address	Employed (start/end dates)
	Immediate Supervisor	Hourly Pay
	Job title	Reason for leaving:
	List Responsibilities	May we contact this employer: Yes No
	List Responsibilities	

REFERENCES (do not list family)

1	Name of Reference	Telephone
	Title/Employer	Years Known
	Relationship:	
2	Name	Telephone
	Title/Employer	Years Known
	Relationship:	
	Professional Relationship:	

Dear WPCP Applicant, thank you for choosing WPCP in your career path. We are dedicated to hiring professionals who are energetic, motivated and possess integrity. WPCP is an Equal Opportunity Employer. Applicants must show they understand and are able to meet the following requirements for employment by initialing each item below:

Able to write, read and clearly communicate

Able to participate in floor activities and lift up to 50lbs

Have valid driver's license

QUESTIONS

What are your career goals and objectives?

Why do you think West Point Christian Preschool Should hire you?

What are your strengths and weaknesses?

What was your attendance record at your previous jobs?

What do you think your role or responsibility would be to the following people:

Director

Staff

Parent

Child

Complete this section ONLY if you are applying for a position in the classroom

What do you consider the primary values of sending a child to an early childhood care facility?

What skills do you consider important to instill in a young child?

How would you modify the behavior of a child in the following situations?

2 yr old refuses to pick up toys he/she dumped out

4 yr old push down friend on the playground

APPLICANT'S SIGNATURE

Please read and understand this statement before signing your application

The information I have provided in this Employment Application is true, correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment. I authorize the employer to contact and obtain information about me from previous employers, educational institutions, and references I provide, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose. This application will expire in 90 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application. This application is not an employment agreement. If I accept an offer of employment I understand I may resign at any time, and the employer may terminate my employment at any time, with or without just cause and without prior notice, unless required by law. I understand and accept all terms and conditions in about statement.

Print Name _____

Yes, I have read and agree with the statement above.

Signature _____

Date _____