

**Leaksville United Methodist Child Development Center**  
**603 Henry Street, Eden NC 27288**  
**336-612-2722**

Position applying for:

\_\_\_\_ Teacher

\_\_\_\_ Teacher's Aide

\_\_\_\_ Substitute

Date of application \_\_\_\_\_

No question on this application is intended to be discriminatory under any applicable Federal, State, or local Fair Employment Practices Law.

Please Print

**PERSONAL INFORMATION**

Name

(Last)\_\_\_\_\_ (First)\_\_\_\_\_ Middle\_\_\_\_\_

Address

(Street)\_\_\_\_\_ (Telephone No.)\_\_\_\_\_

(City)\_\_\_\_\_ (State)\_\_\_\_\_ (Zip)\_\_\_\_\_

Social Security Number \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Email \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the United States?

How did you hear about this job? \_\_\_\_\_

Do you have friends or relatives working for this Preschool?

\_\_\_\_ Yes \_\_\_\_ No

If yes, who? \_\_\_\_\_

What days and hours are you available to work?

\_\_\_\_\_

What age group(s) do you prefer?

\_\_\_\_ Toddlers \_\_\_\_ Two's \_\_\_\_ 3's \_\_\_\_ 4's

### **EDUCATION / TRAINING**

Did you graduate from High School? \_\_\_\_ Yes \_\_\_\_ No

Name of school: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

College/University \_\_\_\_\_ Graduated \_\_\_\_ Yes \_\_\_\_ No

Major \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

### **Teaching Experience**

School or Facility Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

May we contact \_\_\_\_ Yes \_\_\_\_ No

In addition to your work history, what other experiences, skills, or qualifications would enhance your work at our Preschool?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you familiar with Creative Curriculum and/or Conscious Discipline?

\_\_\_\_ Yes \_\_\_\_ No

## EMPLOYMENT RECORD

Specify all employment and periods of unemployment, if any. List current or most recent employer first then previous employers. Attach additional sheets if necessary.

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
(if w/children, specify age group) \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
(if w/children, specify age group) \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
(if w/children, specify age group) \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
(if w/children, specify age group) \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
(if w/children, specify age group) \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## REFERENCES

List three references who are not related to you and who are not previous employers.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Relationship \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Relationship \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Relationship \_\_\_\_\_

## CERTIFICATION (Please read carefully before signing)

A. I certify that the information contained in this application is true and correct to the best of my knowledge, and understand that any false or misleading statements or material omissions, whenever discovered, regarding this application are grounds for disqualification from further consideration or for dismissal from employment.

B. If employed by this Preschool, I agree to conform to the guidelines and policies and understand that my employment is at-will and can be terminated at any time and for any reason.

C. I understand and agree that the Preschool may make a full and complete investigation of my personal and former employment history and authorize any former employer, person, firm, corporation, school, government agency, or other entity to provide the company with any information of any sort (including fact or opinion) they may have regarding me. In consideration of the Preschools review of this application, I release the company and all providers of any information from any liability as a result of furnishing and receiving this information. I understand and agree that if offered employment by the Preschool, any such employment offer shall be dependent upon the receipt of satisfactory references as determined by the Preschool. If employed by the Preschool, I further authorize the Preschool to provide truthful information (including fact or opinion) regarding my employment to any potential or future employer and release and waive any claims against

the Preschool for truthfully communicating any such information to a potential or future employer.

D. I agree that the Company may inquire into and consider any criminal conviction record that I may have after it makes a conditional offer of employment. The Company may withdraw a conditional employment offer if I have a criminal conviction record which bears a rational relationship to the duties and responsibilities of the position for which I am applying.

E. I understand and agree that all of the foregoing terms and conditions will become part of my employment relationship with the Preschool if I am employed by the Preschool.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All statements become part of any future employee personnel files. This form has been drafted to comply with federal employment laws.

Please respond to the following questions:

What do you feel most qualifies you for this job? What strengths will you bring to the position?

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How do you discipline a child that hits another child because s/he wants that child's toy?

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How would you deal with a child who cries for his/her mother?

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