

First Steps Preschool and Enrichment Program

Application for Employment

Your interest in employment is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify you. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that an important part of a successful Christian Preschool is its staff. We are seeking applicants who are professionally qualified, who really love students, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Please check desired position: Enrichment teacher Enrichment aide
 Preschool teacher Preschool aide

Full name: _____

Application date: _____/_____/_____ Date available: _____/_____/_____

Present address: _____

Phone: Days (_____) _____ Evenings (_____) _____

Best time to call you? _____ Length of time at this address? _____

Permanent address and phone number if different than present address

B. CHRISTIAN BACKGROUND

Briefly give your Christian testimony.

What is your local church affiliation? _____

In what church activities are you involved and with what degree of regularity?

What other Christian service have you done since becoming a Christian?

Describe your routine of personal Bible study and prayer.

C. PROFESSIONAL QUALIFICATIONS

School	Name/City/State	Course Study	Last Year Attended	Date Graduated	Degree/Diploma earned
High School					
College					
College					
Graduate					

PERSONAL REFERENCES: *(No relatives, please.)*

Type of reference:	Reference Name	Address	Phone
Spiritual			
Professional			
Personal			

D. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position _____ Dates of Employment _____
 Address _____

 Supervisor's Name and Phone Number _____
 Reason for leaving _____

2. Position _____ Dates of Employment _____
 Address _____

 Supervisor's Name and Phone Number _____
 Reason for leaving _____

3. Position _____ Dates of Employment _____
 Address _____

 Supervisor's Name and Phone Number _____
 Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

Have you served in the military? Yes ___ No ___. If yes, what type of training or education did you receive?

E. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **First Steps** does not discriminate in its employment practices against any person because of race, color, nationality or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize **First Steps** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

I understand that a criminal records check (possibly including a fingerprint check) will be conducted on me, and I consent to any such check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

Mailing Address:

First Christian Church

Attn: First Steps

327 E. Capitol Ave

Jefferson City, Mo 65101

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www.firststeps.weebly.com