



## Preschool Employment Application Form

We appreciate your interest in employment at Hands Up Preschool. We look forward to receiving your application. The following checklist will assist you in your application process.

**Complete/Sign all attached forms.** All forms must be submitted before processing begins.

- Application
- Confidential Personal Information
- Confidential Personal References

**Attach the following additional items.**

- Current Resume
- Copies of pertinent certificates
- Copies of college transcripts

### **Interview Process**

Administration will review your completed file. If a position is open and qualifications are met, the office will contact you to schedule an interview.

- Interview time set \_\_\_\_\_
- Post Interview - You will be notified in writing of the decision regarding the status of your employment.

*"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6*



# Preschool Employment Application Form

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Available: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PERSONAL INFORMATION

Full Name \_\_\_\_\_ Birthday: Month \_\_\_\_\_ Day \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Best time to call \_\_\_\_\_ I would also be available to Substitute:  Yes  No

How long have you lived at the above address? \_\_\_\_\_

Additional addresses where you have resided at any time during the past two years:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ # years \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ # years \_\_\_\_\_

Optional Information: Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Children's names and ages \_\_\_\_\_

POSITION DESIRED  Full time  Part time Days and Hours Available \_\_\_\_\_

Position applying for \_\_\_\_\_

How did you learn about the position for which you are applying?  
\_\_\_\_\_

Community Involvement List activities, leadership positions, volunteer work, etc. that you participate in on a regular basis.

Description \_\_\_\_\_ Dates \_\_\_\_\_

Description \_\_\_\_\_ Dates \_\_\_\_\_

Description \_\_\_\_\_ Dates \_\_\_\_\_

EDUCATION \_\_\_\_\_ College Major \_\_\_\_\_  
 Minor \_\_\_\_\_

School	Name & Location of School	Dates Attended	# of years	Graduation Date	Degree / Diploma
Graduate School					
College					
High School					
Early Education Classes					

### ESSAY QUESTIONS

Please answer the following questions on a separate sheet of paper.

- Provide an explanation of your teaching philosophy.
- Why do you wish to work in at a preschool?
- Describe your strengths and special interests that might be beneficial as a Hands Up Preschool employee.
- Why would a parent want to have their student in your classroom

**EMPLOYMENT** (Provide accurate, complete employment record. Start with present or most recent employer)

1	Employer Name	Telephone	Employed Dates
	Address		Pay
	Name of Supervisor	Reason for Leaving	
	State job title and describe your work		

2	Employer Name	Telephone	Employed Dates
			From                      To
	Address		Pay
			Start                      Last
Name of Supervisor		Reason for Leaving	
State job title and describe your work			

3	Employer Name	Telephone	Employed Dates
			From                      To
	Address		Pay
			Start                      Last
Name of Supervisor		Reason for Leaving	
State job title and describe your work			

Permission	Administration may contact the employers listed above unless indicated below.		
	DO NOT CONTACT:		
	1. Employer Name _____ Reason _____		
	2. Employer Name _____ Reason _____		

References	I verify that I have mailed the enclosed recommendation forms to the following references:	
	1. Personal Reference	
	_____	Phone _____
		Phone _____
	2. Recent Supervisor	
	_____	

Signature	I verify that I have read this application and declare that my answers are true and complete.		Date _____
	Printed Name		
	_____		
	Signature		
	_____		

## Confidential Personal Information

This application is to be completed by all applicants for any position (volunteer or compensated) at Hands Up Preschool. It is used to help provide a safe and secure environment for the children and youth who participate in our programs and our facilities.

### PERSONAL INFORMATION

Full Name \_\_\_\_\_ Birthday: Month \_\_\_\_\_ Day \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Have you ever been investigated for, accused, suspected, indicted, or convicted of any crime involving child abuse, child sexual abuse, attempted sexual abuse of a minor, or any other crime involving children?  Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

As an adult, have you ever abused or molested a minor in any way, regardless of whether there was any criminal investigation or conviction

Yes  No

If yes, please explain \_\_\_\_\_

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Have you ever been convicted of a D.U.I. offense ?  Yes  No

If yes, describe all convictions in the last five years \_\_\_\_\_

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Has your driver's license ever been suspended or revoked ?  Yes  No

If yes, describe all occurrences in the last five years \_\_\_\_\_

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Have you ever been convicted of a felony?  Yes  No

If yes, please explain in detail using a separate sheet of paper if necessary

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Signature	<p>I acknowledge that the answers to the above statements are true and complete. If necessary, I authorize Hands Up Preschool to further investigate references, work records, evaluations, education or any other matters related to my suitability for employment. Furthermore, I authorize any references or former employers to disclose to the school any and all employment records, performance reviews, letter, reports and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release Hands Up Preschool, 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 personally view any references given to Hands Up Preschool.</p>
	<p>Printed Name _____ Date _____</p>
	<p>Signature _____</p>