

**STAFF INFORMATION**

**PERSONAL**

Name: \_\_\_\_\_ S.S.#: \_\_\_\_\_  
(Last) (First) (Middle)

Applicant's address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
\_\_\_\_\_

Are you at least 18 years old: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Person to call in case of emergency: \_\_\_\_\_  
Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

**EDUCATION**

TYPE OF SCHOOL	NAME OF SCHOOL	CITY & STATE	YEAR COMPLETED	MAJOR & DEGREE
High School				
Undergraduate				
Graduate				

Position Applied for:  
Lead Teacher: \_\_\_\_\_ Assistant Teacher: \_\_\_\_\_ Specialist: \_\_\_\_\_ Office: \_\_\_\_\_ Other: \_\_\_\_\_

If your application is considered favorably, on what date will you be available to begin work? \_\_\_\_\_

List any friends or relatives working for us: \_\_\_\_\_

Would you work: full time: \_\_\_\_\_ Part time: \_\_\_\_\_ Substitute: \_\_\_\_\_

Do you have a teaching certificate? \_\_\_\_\_ Do you have a child that will need to come with you? \_\_\_\_\_

**EXPERIENCE WITH CHILDREN**

What age children do you like working with? \_\_\_\_\_ What other ages would you work with? \_\_\_\_\_

Why do you like working with this age group? \_\_\_\_\_  
\_\_\_\_\_

Do you have previous experience in a preschool setting? If yes, describe. \_\_\_\_\_  
\_\_\_\_\_

Age of children: \_\_\_\_\_ How long? \_\_\_\_\_

Have you taught children in:

- Sunday School
- Kindergarten
- Home Child Care
- Child Care Center
- Public School
- Other Experiences

Please describe: \_\_\_\_\_  
\_\_\_\_\_

**STAFF INFORMATION (continued)**

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our pre-school? \_\_\_\_\_

Do you play a musical instrument or have a special talent that you can share with the children? \_\_\_\_\_

**HEALTH**

Do you have any health concerns which could preclude you from performing this kind of work? \_\_\_\_\_

If yes, describe any conditions which might limit activities. \_\_\_\_\_

**EMPLOYMENT RECORD** (List positions you have held beginning with your present or last employer)

Date Employed From	To	Position Held	Employer	Employer's Address	Salary	Reason for Leaving

**REFERENCES**

Give the names and addresses of three to four persons for references who know you personally and are willing to certify to your character, ability, and experience.

- (1) Name: \_\_\_\_\_ 2) Name: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_
- 3) Name: \_\_\_\_\_ 4) Name: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

Who, if any, of the above references are friends or family members? \_\_\_\_\_

I, \_\_\_\_\_, have NOT been convicted of a FELONY or any MISDEMEANOR.

\_\_\_\_\_  
(Signature)

Director's Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_