



Beginnings Preschool

First Baptist Church

Application for Employment



Beginnings Preschool (First Baptist Church) is an equal opportunity employer. Applicants are considered for employment without regard to race, color, creed, religion, age, sex, national origin, marital or military status, or any other basis prohibited by law.

Date: _____

Personal Information

(Full Legal) Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: (____) _____ - _____ Email: _____

Position Applying for: _____

Expected Compensation: _____

Have you filed an application with us before? Yes ___ No ___; If yes, give date: _____

Have you been employed by us before? Yes ___ No ___

If yes, give date and reason for leaving: _____

Available start date: _____

Are you over 21 years of age? Yes ___ No ___

Are you a U.S. citizen or alien legally entitled to work in the position(s) for which you have applied? Yes ___ No ___

Have you ever been convicted of a felony or misdemeanor (other than a minor traffic violation)? Yes ___ No ___; If yes, please explain: _____

Have you ever been disciplined in a previous position? Yes ___ No ___; If yes, please explain:

Education

High School: Years completed (please circle): 1 2 3 4; Diploma/GED received? Yes ___ No ___

College: _____
Name & Location Major Years attended Degree

Other: _____
Name & Location Major Years attended Degree

Credentials, Certificates, Professional Affiliations

List courses of study in Early Childhood Education, Child Development, and Elementary Education and any professional organizations you belong to:

References

Please list two personal and two professional references below who are not related to you:

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____

Employment Record

Starting with your present or most recent job, list your employment experience for at least the past 10 years:

Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ to _____ ; Hourly rate/salary: Starting: _____ Final: _____

Work Performed: _____

Reason for leaving: _____

May we contact this employer? Yes ___ No ___

Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ to _____ ; Hourly rate/salary: Starting: _____ Final: _____

Work Performed: _____

Reason for leaving: _____

May we contact this employer? Yes ___ No ___

Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ to _____ ; Hourly rate/salary: Starting: _____ Final: _____

Work Performed: _____

Reason for leaving: _____

May we contact this employer? Yes ___ No ___

Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ to _____ ; Hourly rate/salary: Starting: _____ Final: _____

Work Performed: _____

Reason for leaving: _____

May we contact this employer? Yes ___ No ___

Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ to _____ ; Hourly rate/salary: Starting: _____ Final: _____

Work Performed: _____

Reason for leaving: _____

May we contact this employer? Yes ___ No ___

Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ to _____ ; Hourly rate/salary: Starting: _____ Final: _____

Work Performed: _____

Reason for leaving: _____

May we contact this employer? Yes ___ No ___

Applicant's Statement

Please indicate that you have read and that you understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.

_____ I certify that this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that any false, misleading, inaccurate, or omitted information in my application may result in discharge.

_____ I authorize Beginnings, or its agents, to investigate the statements contained in this application, including interviewing the personal references and past employers listed. This inquiry may include information as to my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct.

_____ I hereby release all parties, including but not limited to Beginnings, the church, its agents and employees, my personal references, previous employers, from any and all liability for any injury or damage, or claim thereof, resulting from furnishing any information to Beginnings concerning me or any action based on any such information.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment by Beginnings would be contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by Beginnings or me. I further understand that statements which may be contained in policies, practices, handbooks, or other Beginnings material do not create any guarantee of employment and the church has the right to modify, amend, or terminate policies, practices, benefits plans, or other programs within the limits and requirement imposed by law. I understand that no representative of Beginnings has the authority to enter into any agreement for a specific period of time or to make any agreement contrary to the foregoing.

Signature of Applicant: _____

Date: _____