



Confidential Employment Application

Instructions: Print all information. Use "N/A" where requested information is not applicable. Complete application in full. Attach resume if possible.

Personal:

Name: _____
Last First Middle

Position: _____ Application Date: _____

Date you can begin work: _____ Are you over 18 years of age?: Yes ___ No ___

Address: _____ City: _____ State: ___ Zip: _____

Home Phone: _____ Work/Cell Phone: _____

Email Address: _____

Current/Previous Employment:

Most Recent Employer: _____

Hours per week: _____ Pay rate: _____

Address: _____

Job Title & Type of work: _____

Supervisor Name: _____ Phone #: _____

Previous Employer: _____

Dates of employment: From: _____ To: _____ Hours/Wk: _____ Pay rate: _____

Address: _____

Job Title & Type of work: _____

Supervisor Name: _____ Phone #: _____

Reason for leaving: _____

Previous Employer: _____

Dates of employment: From: _____ To: _____ Hours/Wk: _____ Pay rate: _____

Address: _____

Job Title & Type of work: _____

Supervisor Name: _____ Phone #: _____

Reason for leaving: _____

Education: (List most recent school attended first)

School Name (University/College/High School, etc): _____

Address: _____

Major/Subject: _____ # Units completed: _____

Degree/Diploma: _____ Date Completed: _____

School Name (University/College/High School, etc): _____

Address: _____

Major/Subject: _____ # Units completed: _____

Degree/Diploma: _____ Date Completed: _____

School Name (University/College/High School, etc): _____

Address: _____

Major/Subject: _____ # Units completed: _____

Degree/Diploma: _____ Date Completed: _____

Professional & Technical Qualifications:

of ECE Units (Early Childhood Education): _____

Course titles: _____

Special skills/Language

Ability/Training/Certificates: _____

Personal References:

Name: _____ Phone #: _____

Address: _____

Relationship to you (Friend, Employer, etc.): _____

Name: _____ Phone #: _____

Address: _____

Relationship to you (Friend, Employer, etc.): _____

Name: _____ Phone #: _____

Address: _____

Relationship to you (Friend, Employer, etc.): _____

Have you ever been convicted of a crime? NO _____ YES _____

If YES, please explain: _____

Other (Optional): Please list any other information you would like us to know about you that pertains to your application for employment with EastLake Church Children's Center: _____

How did you hear about our center? _____

CERTIFICATION, AUTHORIZATION AND ACKNOWLEDGEMENT

I certify that the information contained in this Application For Employment is true and correct to the best of my knowledge.

I authorize *The Children's Center* of EastLake Community Church to verify the accuracy of any of the statements contained in this Application. I authorize the references listed in this Application, including my former employers, to provide *The Children's Center* any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to *The Children's Center* as well as from the use or disclosure of such information by *The Children's Center* or any of its agents, employees or representatives.

I understand that *The Children's Center* is under no obligation to hire me as the result of accepting this completed Application.

I understand that any misrepresentation, falsification, or material omission of information on this Application or during any employment interviews may result in my failure to receive an offer of employment or, if I am hired, my immediate dismissal from employment.

I understand that employment at *The Children's Center* is on an at-will basis. If I am hired by *The Children's Center* of EastLake Community Church, I understand that my employment can be ended at any time by me or by *The Children's Center*, with or without cause and with or without notice. I understand that the at-will nature of the employment relationship can only be modified by a written agreement with *The Children's Center* signed by the Director.

I have carefully read, agree with and approve of this Certification, Authorization and Acknowledgement.

Signature _____ Date _____

Writing Sample:

The following are situations related to working with pre-school age children. Please read each one carefully. Use the space provided to write your response to each situation.

Situation One: You are working with a class of thirteen four year olds. There is a teacher and a teacher's aide in the class at all times. One of the students is very physically active. During the story time this child climbs the furniture, runs randomly throughout the room and periodically interrupts by standing between the teacher and the other children. What are some ways you would handle this situation?

Situation Two: You have a class of twelve three year olds that includes a child with very little or no oral language. He/she is often frustrated and acts out physically against the other children. How would you handle this child and the overall situation?

Situation Three: You are teaching or assisting in a three year old classroom. You have been asked to develop plans for a curriculum unit. Please describe activities you would plan for either a unit on shapes or one of your own choosing. Include activities that cover different areas of development.
