

We appreciate your interest for employment at First Presbyterian Preschool. Our mission at First Presbyterian Preschool is to provide a high quality learning environment which enhances the spiritual and academic growth and development of the whole child.

- 1. Complete and sign all attached forms.**
- 2. Attach the following additional items.**
  - **Current resume**
  - **Essay questions**
  - **Copies of pertinent certificates**
  - **Copies of college transcripts**
  - **Copy of your child care training transcript (if registered)**
- 3. Submit all information to Lorie Rudolph, Preschool Director. You may submit your application:**
  - 1. In person at the Center for Christian Life First Presbyterian Church, 520 Royal Palm Blvd., Vero Beach, FL 32960**
  - 2. By mail: Attention: Lorie Rudolph, Preschool Director at the above address.**
  - 3. By email at [lorie@firstpresvero.org](mailto:lorie@firstpresvero.org)**
- 4. Your application will be reviewed by the Preschool Director. 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 up a child in the way he should go, and when he is old he will not turn from it.”  
Proverbs 22:6***



**First Presbyterian Preschool**  
520 Royal Palm Blvd.  
Vero Beach, FL 32960  
(772) 562-9088

**Preschool Teacher/Teacher Assistant Application**

Application date: \_\_\_\_\_

Date available: \_\_\_\_\_

**PERSONAL INFORMATION**

Full name: \_\_\_\_\_

Birthday: Month \_\_\_\_\_ Day \_\_\_\_\_

Street address: \_\_\_\_\_

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

Email: \_\_\_\_\_ SS# \_\_\_\_\_

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

Best time to call: \_\_\_\_\_ I would also be available to substitute Y N

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

Emergency contact: Name \_\_\_\_\_ Address: \_\_\_\_\_

Phone# \_\_\_\_\_ Relationship: \_\_\_\_\_

**POSITION DESIRED** \_\_\_ Full time \_\_\_ Part time Days/Hours available: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

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

**CHURCH**

What church do you attend regularly? \_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Member? \_\_\_ Yes \_\_\_ No # of Years? \_\_\_\_\_

Denomination \_\_\_\_\_

**Church/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/University: \_\_\_\_\_ Degree Awarded (if any) \_\_\_\_\_ Years Attended \_\_\_\_\_ Grade point \_\_\_\_\_

\_\_\_\_\_ From/To \_\_\_\_\_

\_\_\_\_\_

Number of semester hours in: \_\_\_\_\_

\_\_\_\_\_ Early Childhood \_\_\_\_\_ Literacy \_\_\_\_\_ Math \_\_\_\_\_ Special Education

Please list all other training in education you have received (attach a separate sheet, if necessary):

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**TEACHING CERTIFICATION** (If Applicable):

<u>Type:</u>	<u>State:</u>	<u>Date Issued:</u>	<u>Expiration date:</u>
_____	_____	_____	_____
_____	_____	_____	_____

Do you have a current Child CPR/First Aid card? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please attach photocopies of all transcripts, certificates, or first aid/CPR cards that you have.

**EMPLOYMENT HISTORY:** A resume must also be provided. Please list dates of employment, positions held, and employers for the past ten years:

<u>From (month/year)</u>	<u>to month/year</u>	<u>Position</u>	<u>Employer</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of years teaching experience as a preschool teacher (your own class): \_\_\_\_\_

Number of years teaching experience in a preschool classroom: \_\_\_\_\_

Number of years teaching experience at another grade level: \_\_\_\_\_ Grade? \_\_\_\_\_

Number of years' experience as a teaching assistant? \_\_\_\_\_ Grade/age: \_\_\_\_\_

**REFERENCES**

Do not list family members or relatives as references.

Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Email (if known) \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Email (if known) \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Email (if known) \_\_\_\_\_

**Give three current references that are qualified to speak of your professional training and experience. List your current or most recent supervisor or principal first.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Email (if known) \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Email (if known) \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Email (if known) \_\_\_\_\_

**ESSAY QUESTIONS** (Please provide answers on a separate sheet.)

- 1. Please provide an explanation of your faith, including how you became a Christian.**
- 2. Describe your strengths and special interests that might be beneficial as a Christian school employee.**
- 3. Why would a parent want to have their child in your classroom?**
- 4. What is your philosophy of discipline?**
- 5. What do you feel to be the proper classroom atmosphere for learning?**

**BACKGROUND**

Have you ever been disciplined, discharged, or asked to resign from a prior position?     \_\_Y \_\_N

Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?     \_\_Y \_\_N

Has your contract in a prior position ever been non-renewed?     \_\_Y \_\_N

Have you ever been charged with or investigated for a sexual abuse or harassment of another person?     \_\_Y \_\_N

Have you ever been convicted of a crime (other than a minor traffic offense)?     \_\_Y \_\_N

Have you ever entered a plea of guilty or "no contest" to any crime (other than a minor traffic offense)?     \_\_Y \_\_N

Have you ever had a professional license or certificate suspended or revoked in any state or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?     \_\_Y \_\_N

Has any court ever deferred, filed, or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)?     \_\_Y \_\_N

**If you have answered YES to any of the previous questions, provide full details on an additional sheet, including, with respect to court actions, the date, offense in question, and the address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.**

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any federal, state, or local agency. I further authorize those persons, agencies, or entities that **First Presbyterian Preschool** contacts in connection with my employment application to fully provide **First Presbyterian Preschool** any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against **First Presbyterian Preschool**, its agents and officials or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interview committee, which may include board members, administrators, other staff, and members of the community or church. I give my consent to disclosure.

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Signature

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Date