



Employment Application

Riverview Christian Early Learning Center
3301 Stoudt's Ferry Bridge Road Reading, PA 19605
Phone: 610-921-0285 Fax: 610-921-0537
Email: riverviewchristianelcoffice@gmail.com

Applicant Information

Full Name: _____
Last First M.I. Today's Date

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: _____ Cell Phone: _____

Email: _____

Referred by: _____

Position Desired: _____ Salary Desired: \$ _____

Date Available to Start: _____ Hours Desired: _____

Age Level(s) Preferred: Infant/Toddler Pre-School/Pre-K School-Age

Are you available to work any time between 6:30am and 6:00pm, M-F? YES NO
 Comments:

If hired part-time, would you be willing to work full-time (40 hours) in the future if one becomes available? YES NO
 Comments:

Are you a citizen of the United States? YES NO YES NO
 If no, are you authorized to work in the U.S.?

Have you ever worked for this school before? YES NO
 If yes, when?

Are you at least 18 years old? YES NO YES NO
 If under 18, do you have a work permit?

Have you ever been convicted of a felony? YES NO
 Explain:

Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodations? YES NO
 Explain:

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Certifications

PA Child Abuse History Clearance YES NO Year Issued: _____

PA Request for Criminal Record Check YES NO Year Issued: _____

Federal Criminal History Record (Fingerprinting) YES NO Year Issued: _____

First Aid/CPR YES NO Year Issued: _____

Miscellaneous Experience

Computer Skills YES NO Please Specify: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Previous Employment

On the next page, list all employment for the past 10 years, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Employed From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Employed From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Employed From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Employed From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

References

Please list three professional references which do not include relatives.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Christian Perspective

Please answer the following questions.

Explain your relationship with Jesus Christ.

.....

Name of the church you are presently attending:

Ministries you are involved in:

.....

Articulate your definition of discipline.

How would you explain Jesus Christ to a child?

How would you incorporate Jesus Christ into your classroom activities?

Disclaimer and Signature

The above information is true and correct. I understand that, in the event of my employment by Riverview Christian, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize Riverview Christian to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to all former employers to provide employment related information about me to Riverview Christian and will hold Riverview Christian and my former employers harmless for any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize Riverview Christian to obtain any credit check and consumer check.

I understand that nothing in this employment application, the granting of an interview, or my subsequent employment with Riverview Christian is intended to create an employment contract between myself and Riverview Christian under which my employment could be terminated only for cause. On the contrary, I understand and agree that if hired, my employment will be terminable at will and may be terminated by me or Riverview Christian at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature: _____ Date: _____

