



*Equipping children with the essential building blocks for this life and eternity.*

## Preschool Job Application Form

We appreciate your interest for employment at Building Blocks for Life Preschool. Our mission, as a ministry of Christ Lutheran Church, is bringing the hope we share in Christ to all through developmentally-appropriate lessons, songs, Chapel time, and play. Our certified teachers prepare children to enter kindergarten socially and spiritually as well as academically.

We look forward to receiving your application. The following checklist will assist you in your application process.

**Complete/Sign all attached forms.** All forms must be submitted before processing begins.

- Application
- Confidential Personal Information
- Confidential Personal Reference
- Confidential Supervisor Reference

**Attach the following additional items.**

- Current Resume
- Essay Questions
- Copies of pertinent certificates
- Copies of college transcripts

**Submit all information to the Preschool Office**

### Interview Process

Administration will review your completed file. 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.

*"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these." Luke 18:16*

# Preschool Teacher/Teacher Assistant/Aide Application

Application Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date Available: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## PERSONAL INFORMATION

Full Name \_\_\_\_\_ Birthday: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Street Address \_\_\_\_\_

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

Email \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

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

Best time to call \_\_\_\_\_ I would also be available to Substitute:  Yes  No

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

Additional addresses where you have resided at any time during the past two years:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ # years \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ # years \_\_\_\_\_

Optional Information: Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Children's Names and Ages \_\_\_\_\_

POSITION DESIRED  Full time  Part time

Days and Hours Available \_\_\_\_\_

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

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

## CHURCH

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

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 Major \_\_\_\_\_ Minor \_\_\_\_\_

School	Name & Location of School	Dates Attended	# of years	Graduation Date	Degree / Diploma
Graduate School					
College					
High School					
Early Education Classes					

### ESSAY QUESTIONS

Please answer the following questions on a separate sheet of paper.

- Provide an explanation of your teaching philosophy.
- Why do you wish to work in a faith-based preschool?
- Describe your strengths and special interests that might be beneficial as a Building Blocks for Life Preschool employee.
- Why would a parent want to have their student in your classroom/care?

**EMPLOYMENT** (Provide accurate, complete employment record. Start with present or most recent employer)

<b>1</b>	Employer Name	Telephone	Employed Dates
	Address		Pay
	Name of Supervisor	Reason for Leaving	
	State job title and describe your work		

<b>2</b>	Employer Name	Telephone	Employed Dates
	Address		Pay
	Name of Supervisor	Reason for Leaving	
	State job title and describe your work		

<b>3</b>	Employer Name	Telephone	Employed Dates
	Address		Pay
	Name of Supervisor	Reason for Leaving	
	State job title and describe your work		

<b>Permission</b>	Administration may contact the employers listed above unless indicated below.		
	DO NOT CONTACT:		
	1. Employer Name _____	Reason _____	
	2. Employer Name _____	Reason _____	

<b>References</b>	I verify that I have mailed the enclosed recommendation forms to the following references:		
	1. Personal Reference _____	Phone _____	
	2. Recent Supervisor _____	Phone _____	

<b>Signature</b>	I verify that I have read this application and declare that my answers are true and complete.		
	Printed Name _____	Date _____	
	Signature _____		