



# 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:

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**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:

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**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: \_\_\_\_\_