

Employment Application

We appreciate your interest in employment at God's Garden Preschool, a ministry of First Baptist Church Dover. Our preschool exists to plant the seeds of Christ's love in the lives of the children and families we serve, and to provide the foundation for a lifelong love of education and learning.

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

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

- Application
- Essay Questions
- Confidential Personal Reference
- Confidential Professional Reference

2. Attach the following additional items:

- Current Resume
- Copies of pertinent certificates (CPR/First Aid, 45 Hour Introductory Child Care Course, CDA or equivalent)
- Copies of college transcripts (if applicable)

3. Submit all information to the Preschool Director

4. 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. Post Interview - You will be notified in writing of the decision regarding the status of your employment.

- Interview time set _____

Office Use Only:

Date Interview Conducted: _____ By Whom? _____
Employment Offered? Yes No If yes, position: _____
Date Notification Sent to Applicant: _____ Position Accepted? Yes No N/A

God's Garden Preschool does not unlawfully discriminate on the basis of race, color, gender, nationality, ethnic origin, marital status, age, military status, or disability in the admission of students or the hiring of employees. God's Garden Preschool is an Equal Opportunity Employer (EOE).

PRESCHOOL TEACHER / TEACHER ASSISTANT APPLICATION

Application Date: ____/____/____

Date Available: ____/____/____

PERSONAL INFORMATION

Full Name _____ Are you at least 21 year of age? Yes No

Street Address _____

City _____ State _____ Zip _____

Email _____ Soc. Sec. # _____

Phones: Daytime _____ Evening _____ Cell _____

Best time to call _____

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

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

EMPLOYMENT

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

1	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

2	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

3	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

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

References	I verify that I have mailed the enclosed recommendation forms to the following references:			
	1. Personal Reference _____	Phone _____		
	2. Professional Reference _____	Phone _____		

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

God's Garden Preschool

3223 N. Gallagher Rd. Dover, FL 33527
Office 813.752.6150 / Fax 813.659.0698
Email: preschool@firstbaptistdover.org
Christy Carbaugh, Preschool Director

CONFIDENTIAL - PERSONAL REFERENCE

(Pastor, Bible Study Leader, Volunteer Leaders, Friend, Etc.)

Thank you for agreeing to complete this reference form on my behalf. Upon completion, please send it to the school at 3223 North Gallagher Road, Dover, FL 33527, or e-mail to preschool@firstbaptistdover.org

Name of Applicant (Print) _____ Date _____

1. How long have you known the applicant? _____

2. What is your relationship to him/her? _____

3. Please rate the applicant on the following areas:

(10 being a favorable attribute or strength; 1 being undesirable or an area for growth)

Spiritual Depth: 1 2 3 4 5 6 7 8 9 10 Not Sure

Love of Children 1 2 3 4 5 6 7 8 9 10 Not Sure

Enthusiasm 1 2 3 4 5 6 7 8 9 10 Not Sure

Personality 1 2 3 4 5 6 7 8 9 10 Not Sure

Cooperation 1 2 3 4 5 6 7 8 9 10 Not Sure

Flexibility 1 2 3 4 5 6 7 8 9 10 Not Sure

4. Describe briefly the best qualities and abilities of the applicant. _____

5. Describe briefly the weakest qualities and abilities of the applicant. _____

6. Do you feel these weak qualities are significant enough to warrant attention? _____

7. Please comment (favorably or unfavorably) on any other area not mentioned in regard to the applicant for employment at God's Garden Preschool. _____

Printed Name _____ **Telephone** _____

Signature _____ **Position** _____

CONFIDENTIAL - PROFESSIONAL REFERENCE

(Preferably a Recent Supervisor)

Thank you for agreeing to complete this reference form on my behalf. Upon completion, please send it to the school at 3223 North Gallagher Road, Dover, FL 33527, or e-mail to preschool@firstbaptistdover.org

Name of Applicant (Print) _____ Date _____

1. How long have you known the applicant? _____

2. What is your relationship to him/her? _____

3. Please rate the applicant on the following areas:

(10 being a favorable attribute or strength; 1 being undesirable or an area for growth)

Spiritual Depth: 1 2 3 4 5 6 7 8 9 10 Not Sure

Love of Children 1 2 3 4 5 6 7 8 9 10 Not Sure

Enthusiasm 1 2 3 4 5 6 7 8 9 10 Not Sure

Personality 1 2 3 4 5 6 7 8 9 10 Not Sure

Cooperation 1 2 3 4 5 6 7 8 9 10 Not Sure

Flexibility 1 2 3 4 5 6 7 8 9 10 Not Sure

4. Describe briefly the best qualities and abilities of the applicant. _____

5. Describe briefly the weakest qualities and abilities of the applicant. _____

6. Do you feel these weak qualities are significant enough to warrant attention? _____

7. Please comment (favorably or unfavorably) on any other area not mentioned in regard to the applicant for employment at God's Garden Preschool. _____

Printed Name _____ **Telephone** _____

Signature _____ **Position** _____