

Employment Application

Sunshine Nursery School
3750 W. Henderson Road
Columbus, Ohio 43220

Personal Information

Name _____ Phone # _____

Address _____ City _____

State _____ Zip Code _____

Person to notify in case of emergency _____

Relationship _____ Address _____ Phone # _____

Are you 18 years old or older? _____

Are you legally qualified to work in the United States? _____

What prompted your application? _____

Employment Desired

Position _____ Date you can begin _____ Hourly salary desired _____

Full-time _____ Part-Time _____ Substitute _____ Summer _____

Hours available per day _____ Days of week available _____

Are you employed now? _____ May we contact your present employer?(Y/N) _____

Education

	<u>Name and Location</u>	<u># Years Attended</u>	<u>Degree Awarded</u>	<u>Major Subject</u>
High School	_____	_____	_____	_____

College	_____	_____	_____	_____

Additional Schooling	_____	_____	_____	_____

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References

Give the names of three persons not related to you. Include your present pastor and a former supervisor.

	<u>Name</u>	<u>Address & Phone #</u>	<u>Occupation</u>	<u>Years Acquainted</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Physical Record

General Physical Condition _____

Are there any physical or personal limitations on the type of work you can do at the school? _____

General Questions

Please give an account of your personal salvation and your relationship to God, the Holy Spirit, and Jesus Christ. _____

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Church Affiliation _____

Religious, Civic, Athletic Activities _____

What do you feel most qualifies you for this position? _____

What do you think are the three most important functions you would perform in the position you listed under **Employment Desired**? _____

How would you contribute to staff unity and teamwork at Sunshine Nursery School?

Resume

Please attach a current copy of a resume. If you have additional materials or credentials related to your employment, please include these also.

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I certify that all statements given in this application are correct, and I understand that falsification or misrepresentation in this or any other personnel record can result in my dismissal if I am employed by the School. If accepted for employment, I agree to submit to a physical examination which I must successfully pass as a condition of employment. I also agree, upon notification of hire, to provide proof of high school graduation or its equivalent and to have my fingerprints taken for the purposes of carrying out a criminal records check. I authorize the prospective employer to inquire as to my record of all references. If my job requires that I drive a Church vehicle, I authorize the School to review my driving record. I understand that the first three months of my employment are probationary, and that if my services are not satisfactory, as determined solely by the School, my employment can be discontinued. In consideration of employment, I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of the School or myself— this is not a contract of employment.

For reference purposes,

You may _____ You may not _____ contact my present employer.

I hereby acknowledge that I have read the above statement and understand the same.

Applicant's Signature

Date