

**Application for Employment
Springfield Baptist Preschool**

Name: _____
Address: _____
Telephone: _____
Email: _____

Education

High School: _____
Graduated: Yes: ___ No: ___

Technical/Community College: _____
Graduated: Yes: ___ No: ___ Degree: _____
Major: _____

College: _____
Graduated: Yes: ___ No: ___
Degree: _____ Major: _____

Certifications:

First Aid Training: Yes: ___ No: ___
Date Completed: _____

CPR Training: Yes: ___ No: ___
Date Completed: _____

Other: Yes: ___ No: ___
Date Completed: _____

Work Experience (List last two places you have worked.)

Employer: _____
Telephone: _____
Address: _____
Job Title: _____
Dates of Employment: From: _____ To: _____
Job Description: _____
Supervisor Name: _____ Title: _____

Employer: _____
Telephone: _____
Address: _____
Job Title: _____
Dates of Employment: From: _____ To: _____
Job Description: _____
Supervisor Name: _____ Title: _____

Volunteer Experience

Organization: _____
Telephone: _____
Address: _____
Position: _____ Dates of Service: _____
Description of Duties: _____
Supervisor Name: _____ Title: _____

Organization: _____
Telephone: _____
Address: _____
Position: _____ Dates of Service: _____
Description of Duties: _____
Supervisor Name: _____ Title: _____

Are You a U.S. Citizen? Yes.: ___ No: ___
If No, are you eligible to work in the Yes: ___ No: ___ United States?

Have you ever been convicted of or plead guilty to a crime, either a misdemeanor or felony (including but not limited to drug-related child abuse, sex offender, other crimes of violence, theft, or motor vehicle violations?)

Yes: ___ No: ___
If yes, describe: _____

Have you ever worked in child care? If yes, complete the following: Yes: ___ No: ___

Organization: _____
Telephone: _____
Address: _____
Position: _____ Dates of Service: _____
Description of Duties: _____

Supervisor Name: _____ Title: _____
Age/s of Children: _____

References

List Three References (one personal and two professional):

Name: _____
Telephone: _____
Address: _____
Length of Time Acquainted: _____
Relationship: _____

Name: _____
Telephone: _____
Address: _____
Length of Time Acquainted: _____
Relationship: _____

Name: _____
Telephone: _____
Address: _____
Length of Time Acquainted: _____
Relationship: _____

I, _____, hereby certify that the information I have provided on this application for employment is true and correct. I authorize Springfield Baptist Preschool to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality. In the event that my application is accepted and I become employed by Springfield Baptist Preschool, I agree to abide by and be bound by the policies of Springfield Baptist Church, and to refrain from inappropriate conduct in the performance of my duties on behalf of Springfield Baptist Church. I have read the waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Signature of Applicant: _____
Date: _____