

Fifth Avenue Baptist Nursery and Preschool

1135 Fifth Avenue, Huntington, WV 25701

Phone: (304)525-5441

Fax: (304)697-8469

Application for Employment

Type or print in ink. Incomplete applications will not be considered.

Date applied

Last Name:	First:	Middle:	Maiden:
Present Address:		Phone:	
Permanent Address:		Phone:	
Social Security Number:		Cell:	

Have you ever applied for employment with us? Yes No

If hired, could you give written evidence of a right
to work in this country? Yes No

Have you ever been convicted of a felony? Yes No
(If yes, enclose a full explanation. Conviction will not necessarily bar you from employment.)

Do you have a high school diploma? Yes No
Highest grade completed: _____

Type of Employment Desired:

Position: _____

Desired salary: _____

Date you can start work: _____

EDUCATION

Colleges Attended	Name & Address of Institution	Major	Minor	Dates Attended	Degree
Special Training (such as ACDS, EMT, lifeguard, etc.)	Name of Institution or Sponsor	Area of Study	Dates Attended	Comments	

Are you 18 years of age or older? Yes No

Do you have a valid WV drivers' license? Yes No

What languages do you speak? _____

Read? _____ Write? _____

EMPLOYMENT HISTORY

List your last 5 employers, assignments, or volunteer activities, beginning with the most recent, including military experience.

Employer:	Telephone:
Address:	Employed (month & year) From To
Supervisor: May we contact for reference?	Reason for leaving?
Identify job title & describe work:	
Employer:	Telephone
Address	Employed (month & year) From To
Supervisor May we contact for reference?	Reason for leaving?
Identify job title & describe work:	
Employer:	Telephone
Address:	Employed (month & year) From To
Supervisor May we contact for reference?	Reason for leaving?
Identify job title & describe work:	
Employer:	Telephone:
Address:	Employed (month & year) From To
Supervisor: May we contact for reference?	Reason for leaving?
Identify job title & describe work:	
Employer:	Telephone:
Address:	Employed (month & year) From To
Supervisor: May we contact for reference?	Reason for leaving?
Identify job title & describe work:	

Comments (including explanation for any gaps in employment):

REFERENCES

References should be individuals other than relatives. In addition to this information, please provide two letters of recommendation.

Name	Telephone
Address	Occupation
Capacity in which the person has known you	Years Acquainted
Name	Telephone
Address	Occupation
Capacity in which the person has known you	Years Acquainted
Name	Telephone
Address	Occupation
Capacity in which the person has known you	Years Acquainted

Do you have a current first aid certification? Yes No

Do you have a current CPR certification? Yes No

Do you type? Yes No

What office or data processing machines can you operate?

Do you have experience in cooking for large groups? Yes No

If yes, give details:

Do you have any experience with young children or in a related field? Yes No

If yes, give details:

Additional Information:

Typical Situations in Childcare Centers

Briefly state your reaction to the following situations:

1. The teacher has just stepped out of the classroom. The children are playing in the dramatic play area. Two children reach for the same doll. An argument begins and both children hit each other. How would you respond?

2. The teacher is singing with the children during group time. You are putting materials away on the opposite side of the room. After a few minutes, two children lose interest and wander away from the group, distracting other children. How would you respond?

3. You are working as a substitute at the end of the day. As a parent is picking up her child she reads an accident report that states her son received a minor injury. The parent looks at you angrily and comments that this is the second injury her child has received this week. She asks if you are watching the children carefully enough. How would you respond?

4. An Aide in the center tells you that a parent is having an illicit affair and continues to elaborate on the details. How would you respond?

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time without previous notice.

DATE: _____ Signature: _____