



## **Application for Teaching**

Dear Candidate,

Thank you for expressing interest in a teacher position with our Eagle Preschool program. As a teacher, you will play an important role in the education of our students. In order to ensure timely processing of your application, we ask that you complete the accompanying application and return via email to [ebenedict@eaglecenter.us](mailto:ebenedict@eaglecenter.us) or drop it off at the preschool office on a Tuesday, Wednesday or Thursday between the hours of 9am and 3pm. You can also mail your completed application to:

Eagle Preschool  
Attn: Elisabeth Benedict  
5801 South Main Street  
Whitestown, IN 46075

We require a criminal history check on all employees working directly with children. Applicants will receive a background screening to fill out at the time of the interview. Please direct any questions to [ebenedict@eaglecenter.us](mailto:ebenedict@eaglecenter.us).

Thank you,  
Elisabeth Benedict  
Eagle Preschool Director

Eagle Preschool  
5801 South Main Street  
Whitestown, IN 46075  
Ph. 317-768-2508



## Application for Employment

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Cell Phone Provider: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Spouse Name: \_\_\_\_\_

Children and Ages: \_\_\_\_\_  
\_\_\_\_\_

Are you bilingual? Yes \_\_\_ No \_\_\_ Languages you speak: \_\_\_\_\_

Please list emergency contact info in the event of an emergency:

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone#: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone#: \_\_\_\_\_

## Educational Background

Education	Name of School	Location (City/State)	Years Attended	Date of Graduation	Degree Earned
High School					
College					
Other					

Have you ever been convicted of, or pled guilty to a crime greater than a traffic violation? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Work Experience/ References**

Please list two most recent employers, contact info and your job title:

Employer #1: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Your job title: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer #2: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Your job title: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact the employers listed above? Yes \_\_\_\_ No \_\_\_\_

Eagle Preschool Staff members are not required to attend Eagle Church, however, we serve children in our community to whom we are committed to presenting a Biblical Worldview. Please briefly describe your spiritual journey. Church attendance is not required.

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How did you learn about the position in which you are applying?

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What would you like to be doing five years from now?

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Personal Philosophy

Please briefly answer the following questions:

Why do you wish to teach in a Christian preschool?

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What do you consider to be the proper classroom atmosphere for learning?

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What is your philosophy of discipline?

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What areas do you feel are your strengths? Weaknesses?

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Please summarize any additional information that you would like to present regarding your candidacy for this position.

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Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Office Use Only

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Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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Position: \_\_\_\_\_ Days: \_\_\_\_\_ Wages: \_\_\_\_\_

## Eagle Preschool Job Descriptions

Our mission is to be a nurturing environment for young children trusted by parents. We accomplish this by focusing on the needs of our students through age-appropriate educational activities in a fun, loving, and safe setting.

**Lead Teacher Required Hours:** Tuesdays, Wednesdays, Thursdays, 8:45 am - 3:15 pm, additional 90 min set-up time TBD

**Hourly Compensation: \$15.00-\$18.00** based on education and experience

### **Lead Teacher Job Responsibilities:**

- Prepare lesson plans that are developmentally appropriate using the current pacing guide.
- Carry out lesson plans according to classroom schedule/daily routine.
- Maintain an organized, clean, safe, and appropriately decorated classroom.
- Maintain assessments and casual observations for each child's file
- Support positive communications among the center, staff, children, and parents.
- Administer first aid for accidents.
- Mentor new teachers.
- Maintain a clean, safe environment for children.
- Use Brightwheel efficiently.
- Carry out the daily responsibilities of the classroom relating to the care of the children (diaper or potty training if needed).
- Establishing a professional level of rapport with each family to provide quality care for the children.

**Assistant Teacher Required Hours:** Tuesdays, Wednesdays, Thursdays, 8:45 am - 3:15 pm

**Hourly Compensation: \$15.00-\$17.00** based on education and experience

### **Assistant Teacher Responsibilities:**

- Assist in the delivery of lesson plans according to classroom schedule/daily routine.
- Help maintain an organized, clean, safe, and appropriately decorated classroom.
- Help maintain assessments and casual observations for each child's file.
- Participate in positive communications among the center, staff, children, and parents.
- Administer first aid for accidents.
- Maintain a clean, safe environment for children.
- Use Brightwheel efficiently.
- Help in carrying out the daily responsibilities of the classroom relating to the care of the children (diaper or potty training if needed).
- Establish a professional level of rapport with each family to provide quality care for the children.

**Lead and Assistant Qualifications:**

Experience and education in Early Childhood Education and/or Childcare is preferred, but we understand that life experience counts for a lot.

- High School Diploma Required
- Loving, patient, and understanding attitude with children, parents, and other staff members
- Willingness to go above and beyond mentioned job responsibilities and duties in the interest of providing high-quality care to children
- Flexible on work hours and classroom assignment
- Commitment to professional development
- Ability to pass all background checks and meet state requirements