

A Great Start Preschool

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[www.agreatstartpreschool.com](http://www.agreatstartpreschool.com)

### **Application for Employment**

Thank you for considering A Great Start Preschool, Inc!

A Great Start Preschool, Inc. is a part-time preschool center which provides quality preschool education to children ages two to five, and private kindergarten. If employed, you will be expected to perform at standards which meet and exceed State Licensing requirements.

A Great Start Preschool, Inc. is an Equal Opportunity Employer. In all of our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, gender, religion, sex, national origin, age, or disability.

Please complete all questions. Incomplete applications may be rejected. Please print.

#### **Applicant's Certification:**

1. I am able to perform adequately the job duties for which I am applying.
2. I do not have a criminal record. All employees will submit to a Criminal Records Check. I may be terminated if my Records Check is not in compliance with State or National Child Care Standards.
3. I have never plead guilty or been convicted of a crime.
4. I have never abused, neglected, or deprived a child or adult, or subjected any person to a serious injury as a result of intentional or grossly negligent misconduct.
5. I will comply with all state requirements for initial and continuous employment. I agree to conform to all A Great Start Preschool rules, regulations, and policies. In this regard, I understand that A Great Start Preschool may, at its discretion, conduct searches of cabinets, lunch boxes, tool boxes, clothing, purses, briefcases, vehicles, work areas, or other personal or Preschool property, and I hereby consent to such search.
6. I do not use illegal drugs, and will comply with any requests for periodic drug tests.
7. Smoking is not permitted in the Preschool or on Church grounds. I will refrain from smoking until I leave Church/Preschool premises.
8. I have access to transportation, or a reliable way to arrive at work as scheduled.
9. I am willing to participate in any training programs requested.
10. I agree and understand that A Great Start Preschool, Inc. may investigate or seek information concerning my background and/or previous employment, whether of record or not. I further agree and understand if employed, A Great Start Preschool, Inc. may at any time seek information from whatever source which in its discretion it deems relevant to my employment. Accordingly, I hereby authorize the previous employers and references listed in my application, any medical facility or related personnel, or any other source contacted by A Great Start Preschool, Inc. to give A Great Start Preschool, Inc. any and all information concerning my previous employment, my medical condition or any medical treatment, or any other information they may have, personal or otherwise. I hereby release A Great Start Preschool, Inc. and its agents, any previous employers, any medical facility or related personnel, and any other persons or entities whatsoever involved in such an investigation or inquiry from all liability of any kind, including any damages on account of the furnishing of such information.
11. I hereby certify that all the facts set forth in this employment application are true to the best of my knowledge, and I agree and understand that any misrepresentation of information or failure to disclose information during the employment application process may disqualify me from further consideration for employment, and if employed, may subject me to dismissal. If I am offered employment, I understand that I will be required to submit to and pass a physical examination at no cost to the Preschool. I understand that in connection with my application, there will be an inquiry into my background. The results of this examination may effect my employment.
12. If I receive an offer of employment, I understand employment is contingent upon the receipt of all paperwork required by the State and A Great Start Preschool, Inc., including but not limited to: Statement of Non-Conviction, State and Federal Background Checks, References, Employee Policy Agreement, College Transcript, and any required State and Federal Tax Forms.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Personal Information** (Information such as month/day of birth, name, address, and phone numbers may be included on a Staff Roster.)

\_\_\_\_\_  
Name (Last) (First) (Middle)

\_\_\_\_\_  
Telephone (Home) (Cell Phone)

\_\_\_\_\_  
Present Address (Street) (City/State) (Zip)

\_\_\_\_\_  
How long have you lived in the State of Ohio? (Verification of residency may be required)

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

\_\_\_\_\_  
Emergency Contact (Name) (Relationship) (Phone)

\_\_\_\_\_  
Would you be known to any employer, school, or reference under another name? Please list.

\_\_\_\_\_  
Are you 18 years of age or older? Yes No List Only Month/Day of Birth

\_\_\_\_\_  
Which position are you applying for?

\_\_\_\_\_  
Days of week available

\_\_\_\_\_  
Salary/Wage Expected \$ \_\_\_\_\_ Per \_\_\_\_\_

\_\_\_\_\_  
Do you have children that will attend A Great Start Preschool? List names and ages

**Educational Background**

\_\_\_\_\_  
Name City/State Years Did you graduate? Major  
High School

\_\_\_\_\_  
College

\_\_\_\_\_  
Other

\_\_\_\_\_  
Copies of inservice training records must be made available upon hire.  
Inservice Training Hours (Number, areas of study) \_\_\_\_\_

**Employment History** (Beginning with most recent employer, please include work history for last 5 years, as well as any additional relevant work history beyond 5 years.)

From	To	Employer	Telephone
Employer's Address (Street)		(City/State)	(Zip)
Job Title		Supervisor	
Reason for Leaving	May we contact employer?	Yes	No
Beginning/Ending Rate or Salary \$_____ per _____			
Summarize the nature of work performed and job responsibilities:			

From	To	Employer	Telephone
Employer's Address (Street)		(City/State)	(Zip)
Job Title		Supervisor	
Reason for Leaving	May we contact employer?	Yes	No
Beginning/Ending Rate or Salary \$_____ per _____			
Summarize the nature of work performed and job responsibilities:			

From	To	Employer	Telephone
Employer's Address (Street)		(City/State)	(Zip)
Job Title		Supervisor	
Reason for Leaving	May we contact employer?	Yes	No
Beginning/Ending Rate or Salary \$_____ per _____			
Summarize the nature of work performed and job responsibilities:			

If you need additional space, please continue on a separate piece of paper. Please explain any gaps in employment.

**Personal References** Please only include individuals who would be willing to provide a personal reference, and do not include relatives. Please list persons that you have known for at least 1 year, and can attest to your dependability, reliability, and overall compatibility with the position you have applied for. Upon hire, you will be requested to submit 3 written references with your employment packet.

Name	Phone	Address	Occupation

What is your philosophy on educating Preschool children?

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Why do you want to work for A Great Start Preschool, Inc?

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Notes (For Office use only)

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