



## Employment Application

UCC Preschool mailing address 1506 Browning Pl. Suite 101

Preschool Director- Kristi Plummer- 785.537.2196

Email: [preschoolacademy@university.church](mailto:preschoolacademy@university.church) Website: [www.uccpa.org](http://www.uccpa.org)

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Dear UCC Preschool Academy Applicant:

Thank you for choosing UCC Preschool Academy. We are dedicated to hiring top professionals who are energetic, motivated, looking for spiritual growth, and possess integrity. UCC Preschool Academy is an **Equal Opportunity Employer**. Applicants must show they understand and are able to meet the following Requirements for Employment at the preschool by initialing each item below.

### Requirements for Employment (Please initial if applicable to you)

<input type="checkbox"/> Applicant is a High School Graduate or has G.E.D.	<input type="checkbox"/> Applicant is at least 18 years or older
<input type="checkbox"/> Applicant must provide a copy of their driver's license or identification card and SS Card or birth certificate.	<input type="checkbox"/> Applicant is able to drive a motor vehicle
<input type="checkbox"/> Applicant has United States Citizenship, or is legally authorized to work in the United States.	<input type="checkbox"/> Applicant is able to write and speak fluent English.
<input type="checkbox"/> Applicant is able to sit on the floor and in the children's chairs often	<input type="checkbox"/> Applicant is physically able to get up and down from floor activities.
<input type="checkbox"/> Applicant has the ability to meet all job requirements which might vary.	<input type="checkbox"/> Applicant will maintain a Professional appearance and conduct
<input type="checkbox"/> Applicant understands that employees found under the influence of drugs or alcohol or found to be in possession of any controlled substance will be immediately dismissed.	<input type="checkbox"/> Applicant will respect our facility as a drug free, smoke-free environment.

### General Information

1. What position are you applying for (Lead, Assistant, etc)? \_\_\_\_\_
2. Are you seeking temporary work to get through school or permanent work? \_\_\_\_\_
3. How many hours do you want to work weekly? \_\_\_\_\_
4. On what date would you be able to begin work at UCC Preschool Academy? \_\_\_\_\_
5. Have you ever been previously employed at our Preschool? \_\_\_\_\_
6. How did you hear about our Preschool? \_\_\_\_\_



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### **Hours of Availability**

(Program hours are Monday-Thursday 9:00am-1:00pm)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>

Please answer the following questions:

1. Why are you interested in working at UCC Preschool Academy?

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2. What **prior experience** do you have working with children in a licensed/Early Childhood facility?

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3. What **skills and attributes** prepare you to work with 2.5-5 year old children in a licensed early childhood setting?

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4. What kind of **activities/lessons** would you include in a daily schedule for typical preschool age children?

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5. Where are you in your spiritual growth? Are you a regular attendee of a church community?



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<b>Educational Experience (Must provide copy of all certification)</b>			
* High School attended and year graduated:			
* Degree(s) earned or expected:	Major:	Name of Institution:	Year:
* Early Childhood Coursework Completed:			
* List any relevant Early Childhood trainings/classes completed (First Aid/CPR, Abuse/Neglect, Signs and Symptoms, basic child development, CDA...)			
_____			
_____			
_____			

### **PROFESSIONAL REFERENCES**

You must list at least 3 professional references, these references can include previous supervisor, director, boss, etc. (do not list family or friends). All references must be available for us to contact within 24 hours of your application date.

<u>Name of Reference</u>	<u>Job Title</u>	<u>Employer</u>	<u>Phone Number</u>	<u>Professional Relationship</u>



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### PROFESSIONAL WORK EXPERIENCE (BEGIN WITH MOST RECENT)

<u>Begin/End Date</u>	<u>Employer/Address</u>	<u>Supervisor's Name &amp; Telephone</u>	<u>Your title and duties</u>	<u>Reason for Leaving</u>

### STATEMENT OF FAITH (please initial)

<p>_____ I believe Jesus Christ is the only Son of God who died for our sins and arose from the dead. <i>John 14:6, 1Cor. 15:1-8, John 1:14 and 1 John 4:9</i></p>	<p>_____ I believe those desiring to accept Christ should repent and turn to the Lord, confess their faith, and, be baptized by immersion. <i>Romans 10:9-10 &amp; Acts 2:38</i></p>
<p>_____ I believe the Bible is the inspired Word of God. <i>2 Peter 1:16-21, 2 Timothy 3:16-17, 1 Corinth 2:12-13</i></p>	<p>_____ I believe the fullness of the Holy Spirit is available to all believers. <i>1 Cor. 3:16 and 12:13, 2 Timothy 1:14</i></p>
<p>_____ I believe every person has worth as a creation of God, but that all have sinned and come short of the glory of God. <i>Romans 3:9-12,23</i></p>	<p>_____ I believe the church is the body of Christ on earth, empowered by the Holy Spirit and exists to save the lost and edify the saved. <i>Ephesians 4:1-16</i></p>



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\_\_\_\_\_ I believe forgiveness of sins and the promise of eternal life are given to those who trust Christ as Savior and Lord. *John 3:16 and Acts 4:9-12*

\_\_\_\_\_ I believe Jesus will one day return and reign forever as King of Kings and Lord of Lords. *1 Thess. 4:13-18*