

St. Andrew's United Methodist Church Noah's Ark Nursery School

APPLICATION FOR EMPLOYMENT

NOAH'S ARK NURSERY SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE ON THE BASIS OF AN INDIVIDUAL'S RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN'S STATUS OR ANY OTHER CHARACTERISTIC PROTECTED BY FEDERAL, STATE OR LOCAL LAW.

PLEASE PRINT

BE SURE TO ANSWER ALL QUESTIONS
RESUMES ARE NO SUBSTITUTE

POSITION APPLIED FOR _____ DATE _____

PERSONAL INFORMATION

NAME _____
last first middle initial

ADDRESS _____
street city state zip code

TELEPHONE _____
area code & number

ARE YOU 18 YEARS OF AGE OR IN POSSESSION OF A VALID WORK PERMIT?

Yes _____ No _____

ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN WHO IS AUTHORIZED TO WORK IN THE U.S.?

Yes _____ No _____

(If you answer "Yes" you must complete the I-9 form required by the U.S. Immigration and Naturalization Service no later than three (3) business days after your date of hire.)

HAVE YOU EVER BEEN CONVICTED OF OR PLEAD GUILTY TO A CRIME OR ANY OTHER OFFENSE, OTHER THAN A TRAFFIC VIOLATION, WHICH HAS NOT BEEN EXPUNGED OR SEALED BY A COURT? Yes _____
No _____ (A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the date of the offense, the nature of the offense and your subsequent rehabilitation.)

EMPLOYMENT DESIRED

POSITION APPLIED FOR _____ PAY RATE DESIRED \$ _____ PER _____

FULL TIME _____ PART-TIME _____ FILL-IN _____ SUMMER _____

ARE YOU EMPLOYED NOW? Yes _____ No _____ DATE AVAILABLE TO START WORK _____

WERE YOU EVER EMPLOYED BY NOAH'S ARK NURSERY SCHOOL PRIOR TO THIS?

Yes _____ No _____

When? _____

NAME(S) OF RELATIVES OR FRIENDS/ACQUAINTANCES EMPLOYED HERE _____

SPECIAL JOB RELATED SKILLS _____

EDUCATION AND TRAINING

<u>SCHOOL</u>	<u>NAME AND ADDRESS OF SCHOOL</u>	<u>COURSE OF STUDY</u>	<u>CIRCLE LAST YEAR COMPLETED</u>	<u>DID YOU GRADUATE</u>	<u>LIST DIPLOMA OR DEGREE</u>
HIGH SCHOOL OR GEN.ED. CERT.			9 10 11 12	YES - NO	
TECHNICAL OR COMMERCIAL			1 2 3 4	YES - NO	
COLLEGE			1 2 3 4	YES - NO	
OTHER (SPECIFY)			1 2 3 4	YES - NO	

ARE YOU TAKING ANY COURSE OF STUDY NOW? Yes ___ No ___ DATE TO BE COMPLETED _____

GIVE DETAILS _____

LIST ANY SCHOLASTIC HONORS, HONORARY SOCIETIES, FELLOWSHIPS AND SCHOLARSHIPS.

LIST ANY EXTRA CURRICULAR ACTIVITIES (ATHLETIC, MANAGERIAL ELECTED OFFICES, ETC. INCLUDING HOBBIES). You are not required to list any information which would tend to reveal a protected characteristic as set forth in the EEO statement at the beginning of this application form.

EMPLOYMENT HISTORY

Please account for all periods of employment, including U.S. Armed Forces experience, periods of travel, and self-employment. List present or last employer first. If more space is required, please use an additional application.

<u>NAME OF EMPLOYER</u>	ADDRESS OF EMPLOYER	DATE EMPLOYED FROM: ____ mo. ____ year TO: ____ mo. ____ year
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TELEPHONE OF EMPLOYER	SUPERVISORS NAME & TITLE	DEPARTMENT	WAGE OR RATE START ____ FINISH ____
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POSITION OR TITLE	REASON FOR LEAVING
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MAY WE CONTACT EMPLOYER - NOW _____ AT A LATER DATE _____ NOT AT ALL _____

<u>NAME OF EMPLOYER</u>	ADDRESS OF EMPLOYER	DATE EMPLOYED FROM: ____ mo. ____ year TO: ____ mo. ____ year
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TELEPHONE OF EMPLOYER	SUPERVISORS NAME & TITLE	DEPARTMENT	WAGE OR RATE START ____ FINISH ____
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POSITION OR TITLE	REASON FOR LEAVING
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MAY WE CONTACT EMPLOYER - NOW _____ AT A LATER DATE _____ NOT AT ALL _____

OUTSIDE ORGANIZATIONS

You are not required to list any information which would tend to reveal a protected characteristic as set forth in the EEO statement at the beginning of this application form.

ARE YOU AFFILIATED WITH ANY OTHER COMPANY THAT REQUIRES WORK OF YOU? Yes ___ No ___

IF YES, EXPLAIN _____

ARE YOU ENGAGED IN ANY PERSONAL BUSINESS OR ENTERPRISE? Yes ___ No ___

IF YES, EXPLAIN _____

WHAT PROFESSIONAL LICENSES DO YOU HOLD?

DESCRIBE ANY OTHER EXPERIENCE WHICH MIGHT BE HELPFUL IN CONSIDERING YOUR APPLICATION. (OTHER WORK EXPERIENCE, SCHOOL ACTIVITY, ETC.)

REFERENCES

EXCLUDE RELATIVES BUT GIVE (3) PERSONS NOT PREVIOUSLY MENTIONED WHO ARE MOST FAMILIAR WITH YOUR WORK, ABILITY AND TRAINING.

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>POSITION</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
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APPLICANT'S STATEMENT

I authorize Noah's Ark Nursery School to verify the information I have provided on this application. I understand that any misstatement, omission or misleading information given in my application or interview or in connection with other Noah's Ark Nursery School records may result in the rejection of my application or interview, the withdrawal of any offer of employment or my dismissal from employment. I authorize Noah's Ark Nursery School to make a thorough investigation and release from all liability and responsibility all persons and entities, including my present employer, requesting or supplying information about my education, employment and activities, personal or otherwise. I understand that my employment may be subject to a satisfactory reference check.

I acknowledge that any offer of employment is contingent upon successfully completing and supplying clearances for Act 34, Act 114, and Act 151. My offer of employment may be revoked if it is determined that I cannot perform the essential job functions of the position with or without a reasonable accommodation, or if providing a reasonable accommodation would impose an undue hardship on Noah's Ark Nursery School, or if my employment would pose a direct threat of substantial harm to myself or others.

I acknowledge that if an offer of employment is made it may be withdrawn at any time, and that I have not been promised that, if hired, my employment with Noah's Ark Nursery School is certain to continue for any period of time. **Unless a written contract signed by the chairperson of Noah's Ark Nursery School Board of Directors states otherwise, I understand that I may resign from Noah's Ark Nursery School, and Noah's Ark Nursery School may terminate me at any time or without cause or notice.**

Date: _____

Signature: _____