

Trinity Preschool Employee Application

Personal Information

Name _____ SSN _____
(Last) (First) (Middle)

Home Address _____
(Street Number) (Street Name) (City) (State) (Zip)

Home Phone _____ Alternate Phone _____

Position Applying For: _____ Date Available: _____

I am interested in (circle all that apply): Full Time Part Time Substitute Temporary Summer

Days and Hours Available

	Monday	Tuesday	Wednesday	Thursday	Friday
From					
To					

How did you hear about us? _____ Salary Desired _____

Do you have a valid drivers license? _____ State issued: _____ License # _____

Do you have your own transportation? _____ Date of last TB test: _____

Education

High School: _____ Yrs Attended _____ Graduated? _____ Major _____
(Name & City)

College: _____ Yrs Attended _____ Graduated? _____ Major _____
(Name & City)

Graduate School: _____ Yrs Attended _____ Graduated? _____ Major _____
(Name & City)

Other: _____ Yrs Attended _____ Graduated? _____ Major _____
(Name & City)

Specialized Skills

Current CPR Training _____ First Aid Training _____ SIDS Training _____

Languages Spoken and/or written: _____

PC Software and other equipment skills: _____

Legal

Are you a U.S. citizen? _____ If “no” can you provide valid documentation to work in the U.S.? _____
Have you even been convicted of a felony or misdemeanor? _____ If “yes”, please explain below:

Personal References

List 3 persons who have first hand knowledge of your character, personality, Christian life training, and experience.

Full Name: _____ Occupation: _____

Address: _____

Phone Number: _____ Relationship to You: _____

Full Name: _____ Occupation: _____

Address: _____

Phone Number: _____ Relationship to You: _____

Full Name: _____ Occupation: _____

Address: _____

Phone Number: _____ Relationship to You: _____

Spiritual Information

What church do you attend? _____ Denomination _____

Pastor’s Name: _____

Address: _____

Are you active in your church? YES _____ NO _____ In what capacity? _____

Have you accepted Jesus Christ as your personal Lord and Savior? YES _____ NO _____

Have you received the Baptism of the Holy Spirit? YES _____ NO _____ If so, when? _____

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in the matters of conduct and truth? YES _____ NO _____

Have you ever lead a person to Christ? YES _____ NO _____

State any type of Christian service you are presently or have been involved in _____

What is God saying to you and doing in your life at the present time? _____

Other Information

Have you ever been in trouble with the law (other than traffic violations?) YES _____ NO _____

If “yes”, please explain: _____

Do you drink alcohol? YES ___ NO ___ Do you smoke? YES ___ NO ___ Do you use drugs? YES ___ NO ___

What is your personal attitude toward alcohol, smoking and drugs? _____

Please give your reasons for wanting to work at Trinity Preschool: _____

Employment History

List employment starting with current or most recent employer. Account for any periods of unemployment.

May we contact your current employer? _____ May we contact past employers? _____

Date (Mo./Year)	Employer	Position/Supervisor	Duties	Salary per Hour
From: _____	_____	_____	_____	Start: _____
To: _____	Name _____	Position _____	_____	Finish: _____
	Phone Number _____	Supervisor _____	_____	

Reason For Leaving: _____

From: _____	_____	_____	_____	Start: _____
To: _____	Name _____	Position _____	_____	Finish: _____
	Phone Number _____	Supervisor _____	_____	

Reason For Leaving: _____

From: _____	_____	_____	_____	Start: _____
To: _____	Name _____	Position _____	_____	Finish: _____
	Phone Number _____	Supervisor _____	_____	

Reason For Leaving: _____

Business References

Please list 3 business references. Do not list relatives unless they were employees.

Name	Home Phone	Work Phone	Title/Occupation	Years Known

Please Read Carefully

In submitting this application, I understand that an investigation may be made whereby information is obtained in regards to my character, previous employment, general reputation, educational background, credit card/and or criminal history. I authorize any person(s) with this information to furnish it to Trinity Preschool, upon request and I release anyone so authorized, Trinity Preschool, and damages whatsoever in furnishing, obtaining or using said information.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I also understand that I am to abide by all rules and regulations of Trinity Preschool.

I understand and agree that if employed, it is "at will". I understand that either Trinity Preschool or I may end the employment at any time for any reason or no reason at all. I understand that receipt of this application does not imply employment and that this application or any other company documents are not contracts of employment.

Applicant Signature _____ Date Signed _____