

# Happy Day Learning Center

## ***APPLICATION FOR EMPLOYMENT***

We consider applicants for all positions without regard to race, color, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. We invite you to complete this initial application and return it to the preschool office. If an opening occurs for which you may qualify, we will call to schedule an interview. We will also contact your references.

### **PERSONAL INFORMATION**

Position(s) applied for: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

Social Security #: \_\_\_\_\_

Have you filed an application with us previously? \_\_\_yes \_\_\_no If yes, date: \_\_\_\_\_

Have you ever been employed with us? \_\_\_yes \_\_\_no If yes, date: \_\_\_\_\_

Are you currently employed? \_\_\_yes \_\_\_no

May we contact your present employer? \_\_\_yes \_\_\_no

On what date would you be available for work? \_\_\_\_\_ Hours? \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify you) \_\_\_yes \_\_\_no If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

PERSONAL INFORMATION

Present Church Membership: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

In what congregational activities have you been involved, and how? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please share your personal attitude towards

Alcoholic Beverages: \_\_\_\_\_

\_\_\_\_\_

Tobacco: \_\_\_\_\_

\_\_\_\_\_

Movies: \_\_\_\_\_

\_\_\_\_\_

Narcotics: \_\_\_\_\_

\_\_\_\_\_

How are you maintaining a growth in your Christian Life? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Explain your relationship to the Lord Jesus Christ: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Explain your philosophy of education: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include any job-related military service assignments, and volunteer activities. You may exclude organizations which indicate race, color, gender, national origin, handicap, or other protected status.

1. Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Work Performed: \_\_\_\_\_

Starting Salary: \_\_\_\_\_/Hour Final Salary: \_\_\_\_\_/Hour

2. Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Work Performed: \_\_\_\_\_

Starting Salary: \_\_\_\_\_/Hour Final Salary: \_\_\_\_\_/Hour

3. Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Work Performed: \_\_\_\_\_

Starting Salary: \_\_\_\_\_/Hour Final Salary: \_\_\_\_\_/Hour

EDUCATION

Elementary School      High School      College/University      Graduate

Name/ Location \_\_\_\_\_

Years Completed \_\_\_\_\_ 9\_\_10\_\_11\_\_12\_\_      1\_\_2\_\_3\_\_4\_\_      1\_\_2\_\_3\_\_4\_\_

Diploma / Degree: \_\_\_\_\_

Other Certificates: \_\_\_\_\_

Other Professional Certificates: \_\_\_\_\_

Work completed via correspondence: \_\_\_\_\_

Describe any specialized training, apprenticeship, skills and extracurricular activities:  
\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application:  
\_\_\_\_\_

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal sex, race, national origin, age, ancestry, handicap or other protected status.)  
\_\_\_\_\_

Do you have a current First Aid Card? \_\_\_\_\_ If yes, date of expiration \_\_\_\_\_

If no, would you be willing to take a First Aid Course? \_\_\_\_yes \_\_\_\_no

REFERENCES

Give the names of three references who are not related to you and are not previous employers.

Name                                      Address                                      Phone Number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

These references are confidential and I waive my right to review them. I acknowledge that all above statements are true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICANTS AUTHORIZATION TO RELEASE REFERENCE  
INFORMATION AND CERTIFICATION AND AGREEMENT**

I understand that Happy Day Learning Center does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Happy Day Learning Center to thoroughly interview the primary references which I have listed and any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no contract is being offered at this time. I certify that I have carefully read and do understand the above statements.

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

## STATEMENT OF FAITH

As a Christian school with a Pentecostal distinctive, we believe the following articles of faith (not all inclusive) to be foundational to our Christian philosophy of education:

- We believe in the Bible, the inspired, infallible, and authoritative written Word of God. (II Timothy 3:15,16)
- We believe in only one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. (Deuteronomy 6:4; Matthew 28:19; Mark 12:29)
- We believe in the virgin birth of Christ, his vicarious, atoning death, bodily resurrection, and ascension. (Isaiah 7:14; Rom. 8:34; Acts 2:4, 10:44-46, 15:13,14)
- We believe in the necessity of being born again by receiving Christ personally, as taught in John 3:3.
- We believe in the sanctifying power of the Holy Spirit who enables a believer to live a holy life. (Hebrews 12:14; I Peter 1:15,16)
- We believe in water baptism of believers. (Matthew 28:19)
- We believe in the baptism of the Holy Spirit, with initial evidence of speaking in tongues, that is available to all believers for power to witness and live the victorious Christian life. (Acts 2:4, 10:44-46, 15:13,14)
- We believe in the redemptive work of Christ on the cross which provides atonement for sins and healing for the human body. (Isaiah 53:4; Matthew 8:16,17; James 5:13,14)
- We believe in the second coming of Jesus Christ. (Acts 24:15; Luke 14:14; Revelation 19:7-9)