

Happy Day Learning Center
1111 Preakness Ave.
Wayne, NJ 07470

Employee Application

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 school 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

Full Name: _____ Date: _____

Address: _____

Phone Number: Days _____ Evenings _____

Best Time To Call: _____ Social Security Number: _____

Date Available For Work: _____ Position Desired: _____

How did you learn about the position for which you are applying? _____

CHRISTIAN BACKGROUND

On a separate paper, briefly give your Christian testimony.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?

Yes ___ No ___ Signature: _____

Please carefully read our Statement of Faith (attached) and indicate your degree of support.

___ I fully support the Statement of Faith as written without mental reservations.

Signature: _____

___ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction. Signature: _____

Denominational Preference: _____

Church Affiliation: _____

Are you presently a member in good standing? _____ How many years? _____

In what church activities or other ministries are you involved with? _____

What other Christian service have you done since becoming a Christian? _____

What are your beliefs about the spiritual gifts outlined in 1 Corinthians 12 and the baptism of the Holy Spirit according to Acts, chapter 2?

What training have you had in Bible? Have you ever led a person to Christ?

What is your attitude toward working with those of other races and those of other denominational beliefs?

Are you capable of teaching a Bible class? Yes ____ No ____

Describe your devotion to personal Bible study and prayer.

What books have you read recently that have helped you to grow spiritually? _____

What does it mean to be born again? _____

Please share your personal attitude towards

Alcoholic Beverages: _____

Tobacco: _____

Movies: _____

Narcotics: _____

CREDENTIALS / QUALIFICATIONS

Do you have a Group Teaching Certificate? Yes____ No ____

Do you have a CDA (Child Development Associate) Certificate? Yes____ No ____

Do you have a Teaching Certificate? Yes____ No ____

If yes, what level? _____ Expiration Date: _____

Do you have a teaching certificate? Yes____ No____ State? _____

Type of certification: _____

Should you be offered a position, official copies must be provided to the school for inclusion in your personnel file.

What degrees do you hold?

Degree

Date

Issuing Institution

Major: _____ Minor: _____

Cumulative grade point average BA: _____ Cumulative grade point average AA: _____

PERSONAL PHILOSOPHY

On a separate paper please label and succinctly answer in one or two paragraphs each of the questions below.

- A. Why do you want to teach in a Christian Preschool?
- B. What are the main characteristics that distinguish a Christian Preschool/Day Care Center from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline and how would you implement it?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. What is your personal philosophy of Christian Education?
- H. Please summarize any additional information that you would like to present regarding your candidacy for this position.

EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years.

- Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____
Salary: Starting _____ Ending _____
- Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____
Salary: Starting _____ Ending _____
- Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____
Salary: Starting _____ Ending _____
- Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____
Salary: Starting _____ Ending _____

What curriculum are you familiar with? _____

List any other experience you may have: _____

List any books or articles that you have read recently that have helped you to grow professionally.

List any activities or hobbies you have: _____

Have you ever worked under a different name for any employers above? If so, please list.

Have you signed a contract for next year with any other educational institution? Yes ___ No ___

PERSONAL REFERENCES

You will need to sign the attached Reference Release Form and return it with this application. Please do not list family members or relatives for references.

Give three references that are qualified to speak of your spiritual experience and Christian service. List your current Pastor's name first.

Name / Address	Phone
1. _____	_____
2. _____	_____
3. _____	_____

Give three references that are qualified to speak of your professional training and experience. List your current or most recent Director or supervisor first.

Name / Address	Phone	School
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

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)