

Blessed Beginnings Preschool and Learning Center
Nazareth Evangelical Lutheran Church
7401 University Avenue, Cedar Falls, IA 50613
(319) 266-2503 Fax: (319)266-1040
blessed.beginnings@naz.org



Staff Application

Date _____ Position(s) applying for _____

Name _____ Telephone _____

Address _____ Cellular phone _____

_____ E-mail address _____

How long have you lived at this address? _____

If less than one year, list previous address: _____

Are you certified for: CPR? _____ First Aid? _____ Mandatory Reporting? _____ OSHA? _____

Do you have any other medical training? _____ If yes, what is it? _____

Do you smoke? _____ Do you drink alcohol? _____ If yes, how much and how often? _____

Would you be willing to take a drug test? _____

Do you have any health problems that would hinder you in performing your duties? _____ Explain: _____

Have you ever been convicted of or pleaded guilty to a crime? _____ Explain: _____

Have you ever been identified by the Iowa Department of Human Services or a similar local, state, or federal agency as a perpetrator in any founded abuse report? _____ Explain: _____

Do you have a valid Iowa driver's license? _____

Have you had any moving violations within the past five years, or have your driving privileges ever been suspended or revoked? _____ Explain: _____

To the best of your knowledge, is there anything from your past that would disqualify you from working with children? _____ Explain _____

Education

School Name and Location	Dates Attended	Course or Major	Degree(s)
High school:	Fr: To:		
College or University:	Fr: To:		
Advanced Study:	Fr: To:		
Business/Trade/Technical or Other Schools:	Fr: To:		
Certificates:	Fr: To:		

Personal References

(List 3 people not related to you or employers, who have known you for a year or more)

1 Name	2 Name	3 Name
Occupation	Occupation	Occupation
Business Address	Business Address	Business Address
Telephone Day or Eve	Telephone Day or Eve	Telephone Day or Eve
Relationship	Relationship	Relationship
Years known	Years known	Years known

Employment History (Begin with current or most recent employer)

<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px; margin-bottom: 5px;">1</div> Current or Most Recent Employer Name:	Starting Position Title:
Employer Address	Ending Position Title:
Employer City/State/Zip	Hours: Salary: Dates: Full Time _____ Starting _____ /hr / / to Part-Time _____ Ending _____ /hr / /
Employer Telephone #	Supervisor Name and Title:
Reason(s) for leaving:	
Description of Responsibilities:	

May we contact your present employer prior to any employment? Yes No

<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px; margin-bottom: 5px;">2</div> Employer Name:	Starting Position Title:
Employer Address	Ending Position Title:
Employer City/State/Zip	Hours: Salary: Dates: Full Time _____ Starting _____ /hr / / to Part-Time _____ Ending _____ /hr / /
Employer Telephone #	Supervisor Name and Title:
Reason(s) for leaving:	
Description of Responsibilities:	

<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px; margin-bottom: 5px;">3</div> Employer Name:	Starting Position Title:
Employer Address	Ending Position Title:
Employer City/State/Zip	Hours: Salary: Dates: Full Time _____ Starting _____ /hr / / to Part-Time _____ Ending _____ /hr / /
Employer Telephone #	Supervisor Name and Title
Reason(s) for leaving	
Description of Responsibilities:	

PLEASE READ CAREFULLY BEFORE SIGNING

Applicant's Statement

The information I have given in this application is correct and complete to the best of my knowledge. I understand that false information or significant omissions may disqualify me from further consideration for service and may be considered justification for dismissal if discovered at a later date. In consideration of the receipt and evaluation of this application by Nazareth Evangelical Lutheran Church, I hereby release any individual, church, child care center, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I hereby give my permission to Nazareth Evangelical Lutheran Church to contact all of the references listed on my application. I release the church from liability for relying on any information it receives in checking my references. I hereby authorize any and all employers, individuals or references from any and all liability arising from the furnishing of said information. I hereby give my permission to Nazareth Evangelical Lutheran Church to conduct a State and National Background check prior to my employment.

In the event of my employment with Nazareth Evangelical Lutheran Church I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation, if possible, two weeks prior to the date it will be effective. I understand that Iowa is an "employment-at-will" state, meaning that an employer or employee may terminate the relationship at any time, for any reason, or for no reason at all.

I further state that I HAVE READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____

Date _____

Please attach a page(s) with responses to the following questions:

1. Share your faith walk and your relationship with Jesus Christ.
2. Give examples of how your faith will impact your work in a Christian preschool and learning center.
3. What are your goals for the next 5 years?
4. What do you enjoy about working with young children?
5. What is your philosophy of early childhood education?
6. What is your philosophy of behavior management?
7. What are your areas of strength?
8. On what areas do you work for improvement?
9. If you were employed by Blessed Beginnings Preschool and Learning Center, what kind of commitment would you make to the center?
10. Please list and explain any training, education, spiritual gifts, or other assets that have especially prepared you for working with children
11. Please provide any additional information about yourself that would be relevant to qualifying you for the position for which you have applied.
12. Please attach a copy of your class schedule if you are a student.