

Discovery Children's Center
Preschool Employment Application



We consider applications for all positions without regard to race, color, creed. Sex, national origin, disability.

Job Requirements

Successful candidates will possess the following:

- Personal relationship with Christ
- Commitment to Discovery Children's Center' mission, values, goals.
- High level of personal integrity and professionalism.
- Demonstrates classroom management skills and ability to teach students effectively.
- Demonstrated Christ-centered positive rapport with student, parents, leadership and community.

Minimum Qualifications

- 12 ECE college units required and some positions require infant/toddler class (completed or enrolled).
- 6 units ECE college may be completed.

Please Print Legibly and Fill Out Completely:

Position Applying for:	Today's Date:
	Available Date:
Type Desired:	Full Time: <input type="checkbox"/>
	Part Time: <input type="checkbox"/>

1. Personal Information (please submit a basic DMV printout. Available online.)

Last Name:	First Name:	Middle Initial:	Contact Phone Number:	
Street Address:	City:	State:	Zip code:	Driver's License Number and State:
Email Address:	Referred by:			
	Internet Site (please be specific) <input type="checkbox"/>		Newspaper <input type="checkbox"/>	
	Advertisement (please specify) <input type="checkbox"/>		Employee <input type="checkbox"/>	
SSN# (needed for fingerprinting)	Agency (please specify) <input type="checkbox"/>		Other (please specify) <input type="checkbox"/>	

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	Grades and ages of children:
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Married: <input type="checkbox"/> Yes <input type="checkbox"/> No	Is it your desire for your children to attend DCC? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Preliminary Information

Have you ever filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, give date:	What Position?
Can you, after employment, submit verification of your legal right to work in the United States? <i>(Proof of citizenship or immigration status will be required upon employment.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		

3. College Education

How many ECE Units Completed: <i>(Submit college transcript with application to verify ECE units.)</i>		College:
Course of Study:		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Units:	Degree:	Year Graduated:
Credentials:		

4. Availability Information

Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your present employer? <input type="checkbox"/> Yes No	Are you currently on status/subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have transportation to and from work? Yes No	What is your desired hourly salary range?	

5. Employment Experience

Please list your prior work experience. Start with your current employment information or the last job you held. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. **Do not use "See Resume" in lieu of completing the application. Please complete all sections of the application thoroughly.**

1. Employer:	Position:	Supervisor:
Address:	Dates Employed	
	From:	To:
Telephone number:		May we contact this Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No

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Reason for Leaving:	
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2. Employer:	Position:	Supervisor:
Address:	Dates Employed	
	From:	To:
Telephone number:		Work performed:
Reason for Leaving:		May we contact this Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No

3. Employer:	Position:	Supervisor:
Address:	Dates Employed	
	From:	To:
Telephone number:		Work performed:
Reason for Leaving:		May we contact this Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No

4. Employer:	Position:	Supervisor:
Address:	Dates Employed	
	From:	To:
Telephone number:		Work performed:
Reason for Leaving:		May we contact this Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No

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Please explain all periods you were not employed. Please include dates: _____

Volunteer Experience with Children/Ministry Organizations: _____

Date Volunteered: _____ To _____

Phone #: _____

6. Training and Skills

What languages do you speak other than English?
Summarize any special skills (especially job related) and any additional qualifications you possess:

7. Christian Background

What church do you attend (name and city) and what ways are you involved and how regularly?
Describe your personal Bible study and prayer life:
Describe your attitude and perspective on working with people of different races, creeds and denominational backgrounds (title VII 42 U.S.C. 2000e)



Briefly describe your Christian background:
Describe some of your areas of strength and weakness:

8. Personal Interests

List memberships, offices, and honors obtained that can be utilized to excel in the position being applied for:
College and Training

List Hobbies and Personal Interests	
Your Professional Life	

9. Specialized Skills

What computer skills help support your role?
Please provide any additional information you feel may be helpful to us in considering your application:



10. ADA Declaration

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential function of the job for which you are applying, either with or without reasonable accommodation?

Yes No

11. References

Please provide 3 references from individuals who are not related to you but have direct knowledge of your work performance over the past 3 years. At least 2 must be professional references (previous managers/supervisors) from your current or former employment.

- 1. Name: _____ Email address: _____
Contact number: _____ Relationship: _____

- 2. Name: _____ Email address: _____
Contact number: _____ Relationship: _____

- 3. Name: _____ Email address: _____
Contact number: _____ Relationship: _____

12. Applicant Statement:

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arrival at an employment decision.

This application for employment shall be considered active for a period not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause or prior notice. It is further understood that this "at will" employment relationship may



not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized representative of the organization.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____ **Date:** _____

Discovery Children's Center Statement of Faith

God: We believe that there is one true God. He is the Creator (Gen 1:10 He is Sovereign (Ps 135:6, Dan 4:34-35). He is the Lord who sustains rules and by grace, redeems (Ps. 54:4, Ps 103:19, Ps 34:22). We believe that God eternally exists in three persons: Father, Son and Holy Spirit (Matt 28:19, Luke 3:22). We believe that God is love (1 John 4:8) and He is passionate about his relationship with people (Ex 34:14).

Jesus Christ: We believe that Jesus Christ is the Son of God. He became flesh (John 1:14): born of a virgin (Matt 1:23) and conceived by the Holy Spirit (Luke 1:31, 35). He lived a life on earth holy and perfect, without sin (1 Peter 2:22) He died a sacrificial death on a cross for our sins (2 Cor 5:21). On the third day, by the power of God, He rose from the dead (Luke 24:39, 1 Cor 6:14). He ascended into heaven and is seated at the right hand of God (Acts 2:33).

Holy Spirit: We believe the Holy Spirit continues the work of spiritual growth begun at the time of salvation. The Holy Spirit dwells within our hearts (Rom 8:9) and produces in us the fruit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Gal 5:22-23). The Holy Spirit instructs and empowers us for godly living and service (1 Cor 6:19-20).

The Bible: We believe the Bible is the inspired, infallible and inerrant Word of God. The Bible is profitable for teaching, for reproof, for correction and for training in righteousness (2 Tim 3:15-17).

Salvation: We believe that salvation is by God's grace alone through faith in Jesus Christ (Eph 2:8). We believe that whoever calls on the name of the Lord will be saved (Rom 10:13).

Prayer: We believe that prayer is an intimate (Matt 6:6) and essential part of a person's growing and maturing relationship with Christ (James 5:16b)

Servant Leaders: We believe that as followers of Jesus Christ we are called to serve God through serving others. We believe that whoever wish to become great among men shall be a servant of men (Matt 20:26) and that we should model our lives after the life of Christ, in that the Son of man did not come to be served, but to serve (Matt 20:28)

Unity: We believe in the spiritual unity of all believers of Jesus Christ (Rom 8:9, Cor 12:12-13).

Heaven: We believe that heaven is the reward for all believers. We believe that every person has a choice to accept Christ and spend eternity with Him, or to reject Him and spend eternity apart from Him. We believe we will reign with Christ forever (Rev. 22:5, 2 Tim 2:12).

Marriage and Human Sexuality: We believe God intentionally designed and created humanity male and female. We believe marriage is ordained and instituted by God and, according to the Scriptures, can only exist and be fulfilled between one man and one woman. A civil government's sanction of union will be recognized as a lifetime marriage by the church only to the extent that it is consistent with the definition of "marriage" found in this statement of faith. We believe marriage is a picture of the

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relationship of Christ and the Church and is to be a lifelong, covenant relationship between a man and a woman based on love, respect, mutual submission and personal sacrifice. We believe God intended sexual intimacy to be enjoyed only with in the context of the male and female marriage relationship; and that all other sexual relations outside of marriage are personally destructive, sinful, inconsistent with the teachings of the Bible and Church and forbidden by God. (Gen 1:27, Mark 10:6, Gen 2:21-24, Matt. 19:3-11, Mal 2"14-16, Heb 13:4, Gen. 1:28, Rom. 1:24-32, 1 Thess. 4:1-8).

I support the Statement except for the area(s) **listed and explained on a separate paper.**

Signature: _____ **Date:** _____

Applicants' Certification and Agreement

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 significant omission of fact during any phase of the process may prevent me from being offered a position and my subject me to immediate dismissal.

I authorize Discover Children's Center to inquire about my work and personal history and to verify all data given in my application, related papers, and my oral interviews. I authorize the release and giving of any information requested by Discovery Children's Center such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Discovery Children's Center.

I understand I will be required to submit and pass drug testing through a Discovery Children's Center designated drug testing facility, TB test and a complete background check prior to final employment offered.

I further certify that I have carefully read and understood the above statements.

Signature of Applicant: _____ **Date:** _____

Contact Information:

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