



Preschool Employment Application Form

We appreciate your interest in employment at Abundant Life UMC Preschool. Our mission, as a ministry of Atonement Lutheran Church, is bringing the hope we share in Christ to all through developmentally-appropriate lessons, songs, Chapel time and play. Our certified teachers prepare children to enter kindergarten socially and spiritually as well as academically.

The United Methodist Church of Abundant Life is an Equal Employment Opportunity Employer. Hiring, as well as all other personnel practices, will be carried out without regard to race, color, national origin, sex, age, or handicapping conditions. The United Methodist Church of Abundant Life does reserve the right to consider the religious faith of applicants for positions directly involved in the Christian programs and ministries of the Church.

Attach the following additional items.

- Copies of pertinent certificates
- Copies of college transcripts
- Resume

Submit all information to the Church Office

Interview Process

Administration will review your completed file. If qualifications are met, the office will contact you to schedule an interview.

Acceptance of qualified applicants will begin March 8, 2020 and continue until April 30, 2020. A background check will be made on applicants who are being strongly considered for this position.

"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6

Preschool Employment Application Form

Application Date: _____/_____/_____

Date Available: _____/_____/_____

PERSONAL INFORMATION

Full Name _____ Birthday: Month _____ Day _____

Street Address _____

City _____ State _____ Zip _____

Email _____ Soc. Sec. # _____

Daytime Phone _____ Evening _____ Cell _____

Best time to call _____

How long have you lived at the above address? _____

Additional addresses where you have resided at any time during the past two years:

Address _____ City _____ State _____ # years _____

Address _____ City _____ State _____ # years _____

POSITION DESIRED Full time Days and Hours Available _____

Position applying for _____

CHURCH

What church do you attend regularly? _____

Member: Yes No # of Years? _____ Denomination _____

Church/Community Involvement List activities, leadership positions, volunteer work, etc. that you participate in on a regular basis.

Description _____ Dates _____

Description _____ Dates _____

Description _____ Dates _____

EMPLOYMENT (Provide accurate, complete employment record. Start with present or most recent employer)

1	Employer Name	Telephone	Employed Dates
	Address		Pay
	Name of Supervisor	Reason for Leaving	
	State job title and describe your work		

2	Employer Name	Telephone	Employed Dates From To
	Address		Pay Start Last
	Name of Supervisor	Reason for Leaving	
	State job title and describe your work		

3	Employer Name	Telephone	Employed Dates From To
	Address		Pay Start Last
	Name of Supervisor	Reason for Leaving	
	State job title and describe your work		

Permission	Administration may contact the employers listed above unless indicated below.		
	DO NOT CONTACT:		
	1. Employer Name _____	Reason _____	
2. Employer Name _____	Reason _____		

References	1. Personal Reference _____		
	Phone _____		
	2. Recent Supervisor _____		
	Phone _____		

EDUCATION _____ College Major _____ Minor _____

School	Name & Location of School	Dates Attended	# of years	Graduation Date	Degree / Diploma
Graduate School					
College					
High School					
Other					

Have you ever been convicted of any crime involving child abuse, child sexual abuse, attempted sexual abuse of a minor, or any other crime involving children? Yes No

If yes, please explain _____

Have you ever been convicted of a felony? Yes No

If yes, please explain in detail using a separate sheet of paper if necessary _____

Signature	I acknowledge that the answers to the above statements are true and complete. If necessary, I authorize Abundant Life UMC to further investigate references, work records, evaluations, education or any other matters related to my suitability for employment. Furthermore, I authorize any references or former employers to disclose to the school any and all employment records, performance reviews, letter, reports and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release Abundant Life UMC, my former employers, references and all other parties from any and all claims, demands, or liabilities arising out of or in anyway related to such investigation or disclosure. I waive the right to personally view any references given to Abundant Life UMC.	
	Printed Name _____	Date _____
	Signature _____	