

**First Presbyterian Church Preschool Program  
16 Leon Sullivan Way Charleston WV 25301  
(304)343-8961 FAX (304)343-8970**

**APPLICATION FOR EMPLOYMENT**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone (daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

**EDUCATION**

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Did you receive a high school diploma?  Yes  No

If, not, have you received a High School Equivalency Diploma (GED?)  Yes  No

College:

Name & address of school \_\_\_\_\_

Courses/Degree \_\_\_\_\_

Last year completed \_\_\_\_\_ Date graduated \_\_\_\_\_

Other:

Name & address of school \_\_\_\_\_

Courses/Degree \_\_\_\_\_

Last year completed \_\_\_\_\_ Date graduated \_\_\_\_\_

Describe any training/classes in early childhood education and child development. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly describe your other experiences working with young children. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why are you seeking this position? \_\_\_\_\_

\_\_\_\_\_

What days are you available? \_\_\_\_\_

## EMPLOYMENT HISTORY

List your most recent work experience (full or part-time, volunteer work, etc.)

**1)** Name of employer \_\_\_\_\_ Job title \_\_\_\_\_

Address of employer \_\_\_\_\_

Name of your immediate supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_.  full time,  part time,  volunteer?

If part time or volunteer, list average number of hours worked per week. \_\_\_\_\_

Describe your duties and responsibilities for this job. \_\_\_\_\_

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

**2)** Name of employer \_\_\_\_\_ Job title \_\_\_\_\_

Address of employer \_\_\_\_\_

Name of your immediate supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_.  full time,  part time,  volunteer?

If part time or volunteer, list average number of hours worked per week. \_\_\_\_\_

Describe your duties and responsibilities for this job: \_\_\_\_\_

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

**3)** Name of employer \_\_\_\_\_ Job title \_\_\_\_\_

Address of employer \_\_\_\_\_

Name of your immediate supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_.  full time,  part time,  volunteer?

If part time or volunteer, list average number of hours worked per week. \_\_\_\_\_

Describe your duties and responsibilities for this job: \_\_\_\_\_

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

Other references we may contact: (Include name, address and phone number)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

First Presbyterian Church Preschool program does not discriminate on the basis of race, color, religion, national origin or sex in hiring or enrollment practices.