

**Woodmont Christian Preschool**  
3601 Hillsboro Road Nashville, TN 37215  
Phone 297-9962 Fax 297-3991

**APPLICATION FOR EMPLOYMENT**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_ Email Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Have you ever applied for employment with us?

Yes No If yes: Month and year \_\_\_\_\_ Social Security # \_\_\_\_\_

Position Desired: (teacher, co-teacher, administration)

\_\_\_\_\_ Pay Expected \_\_\_\_\_

Apart from absence for religious observance, are you available to work 27.5 to 35 hours/week between the hours of 8:30-3:30?

Yes No Will you work overtime if asked? \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

When will you be available to begin employment? \_\_\_\_\_

Have you been convicted of any crimes in the past ten years?

Yes No If yes, describe in full \_\_\_\_\_

Do you have any other special training or skills? (Languages, etc.)

**EDUCATION**

School	Name and Location of School	Course of Study	No. of yrs. Completed	Did you graduate?	Degree or diploma
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Graduate College \_\_\_\_\_

Undergraduate College \_\_\_\_\_

Business/Trade/Technical \_\_\_\_\_

High School \_\_\_\_\_

**EMPLOYMENT HISTORY** (not necessary if you provide resume)

Please give accurate, complete full-time and part-time employment record.

Start with your present or most recent employer.

**1. Company Name**

**Telephone No.**

**Address**

**Employed (State month & year)**

**From To**

**Name of Supervisor**

**Telephone No. & Extension**

**State Job Title and Describe Your Work**

**Reason for leaving**

**2. Company Name**

**Telephone No.**

**Address**

**Employed (State month & year)**

**From To**

**Name of Supervisor**

**Telephone No. & Extension**

**State Job Title and Describe Your Work**

**Reason for leaving**

**3. Company Name**

**Telephone No.**

**Address**

**Employed (State month & year)**

**From To**

**Name of Supervisor**

**Telephone No. & Extension**

**State Job Title and Describe Your Work**

**Reason for leaving**

**4. Company Name**

**Telephone No.**

**Address**

**Employed (State month & year)**

**From To**

**Name of Supervisor**

**Telephone No. & Extension**

**State Job Title and Describe Your Work**

**Reason for leaving**

**ADDITIONAL INFORMATION**

Membership in professional and civic organizations, special accomplishments, awards, etc.

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**PERSONAL REFERENCES (Other than former employers)**

Must have 3 references.

1. **Name** \_\_\_\_\_ **Address** \_\_\_\_\_

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

2. **Name** \_\_\_\_\_ **Address** \_\_\_\_\_

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

3. **Name** \_\_\_\_\_ **Address** \_\_\_\_\_

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**APPLICANT'S SIGNATURE**

**Please read and understand this statement before signing your application**

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

**I fully understand and accept all terms and conditions in the above statement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THIS PAGE FOR OFFICE USE ONLY**

**REFERENCE CHECK**

**Person Contacted**

**Results**

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**EMPLOYMENT VERIFICATION**

**Employer**

**Person Contacted**

**Results**

1

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2

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3

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**INTERVIEW RESULTS**

**Interviewer Name** \_\_\_\_\_

**Comments** \_\_\_\_\_

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