



# APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and do not unlawfully discriminate against any applicant because of race, color, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other class protected by federal or state law.

**THIS APPLICATION MUST BE COMPLETED IN FULL, EVEN IF A RESUME IS INCLUDED.**

PERSONAL INFORMATION							
DATE OF APPLICATION:			EMAIL:				
LAST NAME:			FIRST NAME:			MIDDLE INITIAL:	
STREET:			CITY:		STATE:		ZIP:
HOME PHONE:			CELL PHONE:			WORK PHONE:	

POSITION			
For what position are you applying?			
On what date are you available to begin work?			
Have you ever worked and/or applied to Palma Ceia Presbyterian Preschool before?			<input type="checkbox"/> YES <input type="checkbox"/> NO    If YES, when?
Are you related to anyone that currently works or has worked for Palma Ceia Presbyterian Preschool?			<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify name and relationship to you.
Are you authorized to work in the United States?			<input type="checkbox"/> YES <input type="checkbox"/> NO <b>(PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT)</b>

EDUCATION				
SCHOOL ATTENDED	SCHOOL NAME AND LOCATION	# of YEARS COMPLETED	GRADUATE Y / N	COURSES OF STUDY
HIGH SCHOOL				<input type="checkbox"/> DIPLOMA
				<input type="checkbox"/> GED
COLLEGE				DEGREE: _____
				MAJOR: _____
				DEGREE: _____
				MAJOR: _____
				DEGREE: _____
				MAJOR: _____
GRADUATE SCHOOL				DEGREE: _____
				MAJOR: _____
				DEGREE: _____
				MAJOR: _____

**REFERENCE SECTION**

Please provide two character references.

NAME		TITLE	
COMPANY		PHONE NUMBER	
RELATIONSHIP		YEARS KNOWN	
EMAIL ADDRESS			
NAME		TITLE	
COMPANY		PHONE NUMBER	
RELATIONSHIP		YEARS KNOWN	
EMAIL ADDRESS			

**HOW DID YOU HEAR ABOUT US?**

<input type="checkbox"/> ADVERTISEMENT - <i>Please list publication name and date.</i>	
<input type="checkbox"/> INTERNET - <i>Which website?</i>	
<input type="checkbox"/> PALMA CEIA PRESBYTERIAN PRESCHOOL TEAM MEMBER – <i>Tell us who - so we can thank them!</i>	
<input type="checkbox"/> EMPLOYMENT AGENCY - <i>Please provide name of the agency.</i>	
<input type="checkbox"/> OTHER SOURCE - <i>Please tell us!</i>	

**PROFESSIONAL ASSOCIATIONS & ORGANIZATIONS**


**SPECIAL COMPETENCIES/CERTIFICATIONS/LICENSES/LANGUAGES**


## EMPLOYMENT HISTORY

Please list **all** of you previous employers from the past **five years**. Please print out additional pages, if necessary.

EMPLOYER				DATES EMPLOYED	
YOUR POSITION/TITLE				FROM	TO
ADDRESS					
CITY, STATE, ZIP				HOURLY RATE/SALARY	
TELEPHONE NUMBER(S)				BEGINNING	ENDING
SUPERVISOR			TITLE		
SUPERVISOR'S EMAIL ADDRESS (REQUIRED)					
REASON FOR LEAVING					
DESCRIBE YOUR RESPONSIBILITIES					

EMPLOYER				DATES EMPLOYED	
YOUR POSITION/TITLE				FROM	TO
ADDRESS					
CITY, STATE, ZIP				HOURLY RATE/SALARY	
TELEPHONE NUMBER(S)				BEGINNING	ENDING
SUPERVISOR			TITLE		
SUPERVISOR'S EMAIL ADDRESS (REQUIRED)					
REASON FOR LEAVING					
DESCRIBE YOUR RESPONSIBILITIES					

EMPLOYER				DATES EMPLOYED	
YOUR POSITION/TITLE				FROM	TO
ADDRESS					
CITY, STATE, ZIP				HOURLY RATE/SALARY	
TELEPHONE NUMBER(S)				BEGINNING	ENDING
SUPERVISOR			TITLE		
SUPERVISOR'S EMAIL ADDRESS (REQUIRED)					
REASON FOR LEAVING					
DESCRIBE YOUR RESPONSIBILITIES					

## VERIFICATION STATEMENT

I certify that the answers provided above are true and complete to the best of my knowledge. I am aware that failure to complete this application, intentional omissions or misstatements may result in refusal of employment or discharge.

I also understand the following conditions:

- (A) I will report any future convictions and/or disqualifying acts while employed by Palma Ceia Presbyterian Preschool;
- (B) **I understand that nothing contained in this employment application or in the granting of an interview is intended to create any employment contract between Palma Ceia Presbyterian Preschool, and myself for either employment or for the providing of any benefit. No promise or guarantee regarding employment has been made to me. If an employment relationship should be established, I understand that it will be an at-will relationship. An at-will relationship means that employment with Palma Ceia Presbyterian Preschool has no fixed years and can be terminated by myself or Palma Ceia Presbyterian Preschool at any time for any reason at all.**

I hereby acknowledge that I have read the above statement and understand it.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Palma Ceia Presbyterian Preschool considers all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.