



Madison First United Methodist Preschool  
 285 Old Post Road  
 Madison, GA 30650  
 Office 706-343-9988  
 Website: www.madisonfumc.com  
 Email: jen@madisonfumc.com  
**Jen Zappa, Preschool Director**

## PRESCHOOL TEACHER / TEACHER ASSISTANT APPLICATION

We appreciate your interest in employment at Madison FUMC Preschool. Our mission, as a ministry of Madison First United Methodist Church, is to provide children in the community a warm, caring Christian environment where they can socialize, explore, learn, and grow.

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Available: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PERSONAL INFORMATION

**Full Name** \_\_\_\_\_ **Birthday:** \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Phones: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Best time to call \_\_\_\_\_ I would also be available to Substitute:  Yes  No

How long have you lived at the above address? \_\_\_\_\_

**Optional Information:** Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Children's Names and Ages \_\_\_\_\_

### POSITION DESIRED

Lead Teacher  Assistant Teacher

How did you learn about the position for which you are applying? \_\_\_\_\_

### CHURCH AFFILIATION

What church do you attend regularly? \_\_\_\_\_

Member:  Yes  No 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 \_\_\_\_\_

**EDUCATION**

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

Please answer the following questions.

1. Provide an explanation of your faith, including how you became a Christian.
  
2. Tell us what you think the most important thing a church related preschool can contribute to the lives of children and the community?
  
3. Describe your strengths and special interests that might be beneficial as a Christian school employee.

**Employment Experience**

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

<b>1</b>	<b>Employer Name</b>	<b>Telephone</b>	<b>Employed Dates</b>
			From _____ To _____
	<b>Address</b>		<b>Employer Email</b>
	<b>Name of Supervisor</b>	<b>Reason for Leaving</b>	
	<b>State job title and describe your work</b>		
	May we contact this employer? _____ If no, please explain _____		
	_____		

<b>2</b>	<b>Employer Name</b>	<b>Telephone</b>	<b>Employed Dates</b>
			From _____ To _____
	<b>Address</b>		<b>Employer Email</b>
	<b>Name of Supervisor</b>	<b>Reason for Leaving</b>	
	<b>State job title and describe your work</b>		
	May we contact this employer? _____ If no, please explain _____		
	_____		

<b>3</b>	<b>Employer Name</b>	<b>Telephone</b>	<b>Employed Dates</b>
			From _____ To _____
	<b>Address</b>		<b>Employer Email</b>
	<b>Name of Supervisor</b>	<b>Reason for Leaving</b>	
	<b>State job title and describe your work</b>		
	May we contact this employer? _____ If no, please explain _____		
	_____		

Do you presently hold a valid Georgia Teaching Certificate?  Yes  No

If Yes, in what field \_\_\_\_\_ Valid Through \_\_\_\_\_



**Personal References**

<b>1</b>	Name	Telephone #	How long have you know this person?
	Address		Email address
	Relationship to Reference		
<b>2</b>	Name	Telephone #	How long have you known this person?
	Address		Email Address
	Relationship to Reference		
<b>3</b>	Name	Telephone #	How long have you know this person?
	Address		Email address
	Relationship to Reference		

I understand that in the event I am offered a position with FUMC Preschool, I will be required to have a criminal background check. I further understand that the information obtained from the criminal background check may be used in employment decisions. I agree and consent for such background check and investigation to be conducted, and agree to hold the preschool and all officials, representatives, and employees of the foregoing harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence, and similar claims.

The furnishing of false or misleading information or the intentional withholding of material facts, including facts concerning one's criminal record will constitute grounds for immediate termination.

I consent for any former employer of mine to furnish any information from my personnel file or evaluations relative to my performance as an employee, and I waive any right I may have for any such information to remain confidential.

If employed by FUMC Preschool, I agree to abide by all the policies set forth by FUMC Preschool. I authorize full investigation of the information given in this application and consent to the representatives of FUMC Preschool to contact my references, previous employers, schools attended, court officials, and law enforcement authorities. I also understand that any misstatement or omission of information requested shall be a reason for non-employment or dismissal from employment.

<b>Signature</b>	I verify that I have read this application and declare that my answers are true and complete.	
	Printed Name _____	Date _____
	Signature _____	

**CONFIDENTIAL PERSONAL INFORMATION**

This application is to be completed by all applicants for any position (volunteer or compensated) at Madison FUMC Preschool. It is used to help provide a safe and secure environment for those children who participate in our programs and our facilities.

**PERSONAL INFORMATION**

Full Name \_\_\_\_\_ Birthday: Month \_\_\_\_\_ Day \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Phones: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

1. Have you ever been investigated for, accused, suspected, indicted, or 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 \_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been convicted of a D.U.I. offense?  Yes  No

If yes, describe all convictions in the past five years \_\_\_\_\_  
\_\_\_\_\_

3. Has your driver's license ever been revoked or suspended?  Yes  No

If yes, describe all occurrences in the past five years \_\_\_\_\_  
\_\_\_\_\_

4. Have you ever been convicted of felony?  Yes  No

If yes, please explain detail. Use a separate sheet of paper if necessary \_\_\_\_\_  
\_\_\_\_\_

5. Have you ever failed to have a contract renewed, broken a contract, or been dismissed or asked to resign from employment with a school?  Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

I acknowledge that the answers to the above statements are true and complete. If necessary, I authorize Madison FUMC Preschool 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 Madison FUMC Preschool, my former employers, references and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to personally view any references given to Madison FUMC Preschool.

Signature

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_