

THE CHILDREN'S CIRCLE

Application for Employment



Position Desired: Lead Teacher____ Assistant Teacher____ When are you available for work? _____

Each inquiry on this application must be fully answered or completed in order to be considered for employment.

PERSONAL DATA * Please Print	
Name	Email
Address	
Telephone #	
Social Security #	
Are you 18 years of age or older? Yes____ No____	

Have you ever completed an application for employment or worked for The Children's Circle? Yes__ No__

Have you ever been convicted of breaking a law other than a minor traffic violation? Yes__ No__

Have you ever had a Department of Social Services (DSS) substantiation? Yes__ No__

EDUCATION:

School	Name and Location	Date of Graduation/Attendance	Course of Study	Degree/Diploma
High School				
College/University				
Graduate/Professional				
Educational, Vocational, etc.				

PREVIOUS EMPLOYMENT: Please list present or previous employers in chronological order with most current listed first.

Employer (address and telephone)	Dates employed (mo/yr)	Salary (Start/Final)	Job Description	Reason for Leaving

Please indicate your first, second, and third choice of the following:

Toddlers	2 days		4 days		
Twos	2 days		3 days		5 days
Threes	3 days		4 days		
Fours	4 days		5 days		
TK - Fives	5 days				

Comment on any ECE related books or articles you have read or any ECE related training you have attended in the past year.

Write a brief statement about what you enjoy most about your experiences with young children. Please feel free to include a statement about your thoughts on how young children learn best.

Any other comments you would like to share about what special skills you may bring to our staff.

Applicant's Statement

I understand that The Children's Circle of Myers Park United Methodist Church (TCC) is committed to providing equal opportunity in all employment practices to all applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, or any other category protected by law.

I authorize former and present employers, work and personal references listed in the application, and any other individuals I may name, to give TCC or its designee any and all truthful information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to TCC. I also authorize TCC to provide truthful information concerning my employment with TCC to future employers and I agree to hold it harmless for providing such information.

I understand that TCC may from time to time investigate my driving, criminal and/or other background records to the extent allowed by law to determine my fitness to work for TCC and I release TCC and any parties who provide such information or records from all liability from any damages that may result same to TCC.

I understand that this employment application and any other TCC documents are not promises of employment. Should I be employed, I understand that my employment will be on a trial period for at least ninety (90) days from the date of my hiring. I understand that no manager, director or other representative of TCC has any authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing, except that the Director of TCC may do so in writing.

The information given by me in this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading or unsatisfactory in any respect (in TCC's exclusive judgment) that I will be disqualified from consideration for employment or subject to immediate discharge if discovered after I am hired.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT

Signature of Applicant _____ Date _____

Please attach resume if available and return to: The Children's Circle @ MPUMC
Attn: Susan Wade, Director
1501 Queens Rd.
Charlotte, N.C. 28207

