



# The Children's Circle Application for Employment

**POSITION DESIRED:** Lead Teacher \_\_\_\_\_ Assistant Teacher \_\_\_\_\_ Co-Teacher \_\_\_\_\_ Substitute Teacher \_\_\_\_\_

When are you available to begin work? \_\_\_\_\_

What days of the week are you available to work? \_\_\_\_\_

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

**PERSONAL DATA**

Name \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Are you eligible to work legally in the US? \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_

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

Have you ever been convicted of breaking a law other than a minor traffic violation? \_\_\_\_\_

Have you ever had a Department of Social Services (DSS) substantiation? \_\_\_\_\_

Have you been fully vaccinated against COVID19? \_\_\_\_\_

<b><u>EDUCATION:</u></b>	School Name	Location	Graduation Attendance Dates	Course of Study Degree/Diploma
High School				
College/University				
Graduate				
Professional/Vocational				
Other				

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

Employer	Address	Phone	Dates Employed	Job Description	Salary	Reason for Leaving

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 (Typed name will be considered electronic signature of applicant)

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

Please attach resume if available and return to:  
Susan Matz, Director  
[smatz@mpumc.org](mailto:smatz@mpumc.org)