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| Engineering drawing  Description automatically generatedHoly TrinityPreschoolEmployment Application |

## Applicant Information

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name: |       |       |       | DOB: |  | SSN: |       |
|  | Last | First | Middle |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |       |       |
|  | Street Address (Please add mailing address, if different from above) | Apartment/Unit # |
|  |       |       |       |
|  | City | State | ZIP Code |
| Phone: |       | Email: |       |

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| --- | --- | --- | --- |
| Position(s) Applied for: |       | Date Available: |       |
| Full Time [ ]  | Part Time [ ]  | Substitute [ ]  |
| *(Full Time is considered 7:45am-12:15pm Monday-Thursday, but may vary)* |  |  |
| Are you a citizen of the United States? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.S.? | YES[ ]  | NO[ ]  |

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of a felony or misdemeanor (other than traffic violations)? | YES[ ]  | NO[ ]  |
| If yes, explain: |       |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |       | Location: |       |
| Did you graduate? | YES[ ]  | NO[ ]  | Diploma: |       |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| College: |       | Location: |       |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |       |
| Major/Subject(s) of Study: |       |

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| Other: |       | Location: |       |
| From: |       | To: |       | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |       |
| Major/Subject(s) of Study: |       |

## Specialized Skills

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Current CPR Training: | YES[ ]  | NO[ ]  |  | First Aid Training: | YES[ ]  | NO[ ]  |

|  |  |
| --- | --- |
| Languages Spoken and/or Written: |  |

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| --- | --- |
| PC Software and other equipment skills: |  |

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| Please list any special skills or other items that may contribute to your abilities in performing the desired position. |
|  |

## Employment History

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |       | Phone: |       |
| Address: |       | Supervisor: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |       | Starting Salary: | $      | Ending Salary: | $      |

|  |  |
| --- | --- |
| Responsibilities: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |       | To: |       | Reason for Leaving: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |
|  |
| Company: |       | Phone: |       |
| Address: |       | Supervisor: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |       | Starting Salary: | $      | Ending Salary: | $      |

|  |  |
| --- | --- |
| Responsibilities: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |       | To: |       | Reason for Leaving: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |
|  |
| Company: |       | Phone: |       |
| Address: |       | Supervisor: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |       | Starting Salary: | $      | Ending Salary: | $      |

|  |  |
| --- | --- |
| Responsibilities: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |       | To: |       | Reason for Leaving: |       |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

## References

Please list three references who have first-hand knowledge of your character, personality, Christian life training, and experience.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |       | Relationship: |       |
| Company: |       | Phone: |       |
| Address: |       |
|  |  |  |  |
|  |
| Full Name: |       | Relationship: |       |
| Company: |       | Phone: |       |
| Address: |       |
|  |  |  |  |
|  |
| Full Name: |       | Relationship: |       |
| Company: |       | Phone: |       |
| Address: |       |

## Spiritual Information

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| --- | --- | --- | --- |
| What church do you attend? |       | Denomination: |       |
| Pastor’s Name: |       |
| Address: |       |
| Are you active in your church? | YES[ ]  | NO[ ]  | If yes, in what capacity? |       |

## Disclaimer and Signature

In submitting this application, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, and/or criminal history. I authorize any persons with this information to furnish it to Holy Trinity Preschool upon request and I release anyone so authorized at Holy Trinity Preschool from liability and damages whatsoever in furnishing, obtaining, or using said information.

In the event of employment, I understand that false or misleading information given in my application or interview may result in immediate dismissal. I also understand that I am to abide by all rules and regulations of Holy Trinity Preschool.

I understand and agree that if employed, it is “at will.” I understand that either Holy Trinity Preschool or I may end the employment at any time for any reason or no reason at all. I understand that receipt of this application does not imply employment and that this application or any other company documents are not contracts of employment.

I certify that my answers are true and complete to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |       | Date: |       |
|  | [ ]  (*Check box if signed digitally.)* |  |  |