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| Engineering drawing  Description automatically generated  Holy Trinity  Preschool Employment Application |

## Applicant Information

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

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

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| --- | --- |
| 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. |
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## Employment History

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| --- | --- | --- | --- | --- |
| 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: |  |

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| --- | --- | --- | --- | --- | --- |
| 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: |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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.

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| --- | --- | --- | --- |
| 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.

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