

Jeffersonville Country Day School

1770 W Main St Norristown, PA 19403 ~ jeffersonvillecds.com

Phone: (610) 539-7499 ~ Fax: (610) 672-9584



It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

Personal Information

Name (First) (Middle Initial) (Last) (Maiden)				Date of Application
Present Address (No., Street) (City) (State) (Zip Code)				Position Applied For
Permanent Address (If different from above)				Hours Preferred?
Telephone Number () - area code <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work	Email Address		Social Security Number - -	Are you available to work weekends or holidays if job requires? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years of age or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	If accepted, when will you be available to begin work?		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
Are you a lawful resident of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not a citizen, do you have a legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not a citizen, what type of visa are you on? Type _____ No. _____	
Have you ever been discharged or fired by a previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:		Have you been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give exact details of convictions, offense, where committed, sentencing court, date of sentence, and nature of sentence.		
Indicate any foreign languages which you speak proficiently.				
Are you able, without accommodation, to perform all the functions of the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe the accommodations you would need to perform all the functions of the job:				
Are there any functions of the job you cannot perform with or without accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:				
Person to notify in the event of an emergency	(Name)	(Address)	(Telephone Number) () -	

Education

Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

High School (Name and City)			Attended (Yr. to Yr.) to		Date Graduated	If GED, Date Received
College or Other Schools Attended	Location (City)	Attended (Yr. to Yr.)	Did You Graduate?	Degree	Curriculum	
		to	<input type="checkbox"/> Yes <input type="checkbox"/> No		Major Minor	
		to	<input type="checkbox"/> Yes <input type="checkbox"/> No		Major Minor	
		to	<input type="checkbox"/> Yes <input type="checkbox"/> No		Major Minor	
		to	<input type="checkbox"/> Yes <input type="checkbox"/> No		Major Minor	

(continued)

Employment History

List current or most recent employer first

From (Month/Year) /	Name and Address of Employer	Last Salary
To (Month/Year) /		Immediate Supervisor Name: Telephone Number: () -
Title of Position Held		Reason for Leaving
List your principal duties and responsibilities:		
From (Month/Year) /	Name and Address of Employer	Last Salary
To (Month/Year) /		Immediate Supervisor Name: Telephone Number: () -
Title of Position Held		Reason for Leaving
List your principal duties and responsibilities:		
From (Month/Year) /	Name and Address of Employer	Last Salary
To (Month/Year) /		Immediate Supervisor Name: Telephone Number: () -
Title of Position Held		Reason for Leaving
List your principal duties and responsibilities:		
From (Month/Year) /	Name and Address of Employer	Last Salary
To (Month/Year) /		Immediate Supervisor Name: Telephone Number: () -
Title of Position Held		Reason for Leaving
List your principal duties and responsibilities:		
From (Month/Year) /	Name and Address of Employer	Last Salary
To (Month/Year) /		Immediate Supervisor Name: Telephone Number: () -
Title of Position Held		Reason for Leaving
List your principal duties and responsibilities:		

References

Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relationship</u>

(continued)

Employment Questions

Please answer the following questions to the best of your ability

1. Why do you want to work with young children?

2. What values would you try to teach a young child?

3. What is your philosophy on discipline for young children?

4. What do you feel is important in dealing with parents and staff?

5. What motivates you to do a good job?

(continued)

May We Contact Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you Planning to Further Your Education? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain
List Membership in any Professional Associations (Indicate Extent of Your Participation Including Any Offices Which You Held).	
Minimum Acceptable Salary / Wage	What Prompted You to Apply for Employment with Jeffersonville Country Day School? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Drive-By <input type="checkbox"/> Friend <input type="checkbox"/> Own Accord <input type="checkbox"/> Other
Job Description Includes (but is not limited to): Diaper changing, outside supervision all year-round, and lifting children of 10 to 50 pounds. Can you perform these functions, with or without a “reasonable accommodation” to assist you in performing these functions? <input type="checkbox"/> With <input type="checkbox"/> Without Accommodation If Accommodations Necessary, Please Explain:	
<p>I certify that the above information is true and correct to the best of my knowledge. I understand any false statement on this application may be considered sufficient cause for rejection of this application, or for dismissal of such statement is discovered subsequent to my employment.</p> <p>I understand that this is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is for an indefinite period of time, and that Jeffersonville Country Day School (JCDS) can change wages, benefits and conditions at any time and for any reason.</p> <p>If employed, I agree to abide by all JCDS rules and regulations. I understand that the first three months of my employment are probationary, and if my services have not proven satisfactory, my employment may be discontinued without prejudice.</p> <p>_____</p> <p>Date Applicant’s Signature</p>	