

# Bright Beginnings Preschool Employment Application

## A. Check Desired Employment

\_\_\_\_ Preschool Teacher  
\*Specify age group desired \_\_\_\_

\_\_\_\_ Mother's Morning Out Teacher

\_\_\_\_ Preschool Teacher's Aide

\_\_\_\_ Substitute Teacher

\_\_\_\_ Other (specify) \_\_\_\_\_

## B. Personal Data

### Marital

Name (Last): \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Address(Street) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

DOB \_\_\_\_\_ E-mail Address \_\_\_\_\_

Single \_\_\_\_\_ Engaged \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_

Re-married \_\_\_\_\_ Widow(er) \_\_\_\_\_

Spouse's Name (If Applicable) \_\_\_\_\_ Occupation \_\_\_\_\_

Our school board has adopted the policy that all children of the faculty must attend this school if it has the appropriate grades and programs. Please provide the following information:

Number of children \_\_\_\_\_ Ages \_\_\_\_\_ Fall age level \_\_\_\_\_

### Personal

If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or if you offered a resignation, your previous employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? Yes \_\_\_\_\_ No \_\_\_\_\_

**Personal**

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer’s investigation of sexual harassment or contact with another person, or mishandling of funds, or of criminal conduct? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever entered a court plea of guilty, a court plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes \_\_\_\_\_ No \_\_\_\_\_

**Ability to Perform Essential Job Functions**

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain.

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If you answered “yes” to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

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**C. Current Issues**

We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues. Your answers will come from your personal convictions. We need to know the views of those that would be Christian role models for our children. Please share your personal convictions as a Christian toward:

wine, beer, and other alcoholic beverages –

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smoking and chewing tobacco –

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marijuana and other non-prescription drugs –

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pre-marital sex –

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homosexuality –

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**D. Education:**

**Formal Training**

**What degree or degrees do you hold?**

**Degree**

**Date Received**

**Issuing Institution**

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**E. Employment History (Start with most recent job)**

1. Name of Employer\_\_\_\_\_

Address\_\_\_\_\_ City, State & Zip\_\_\_\_\_

Worked From\_\_\_\_\_ To\_\_\_\_\_ Monthly salary or hourly rate \$\_\_\_\_\_

Type of work performed\_\_\_\_\_

Reason for leaving\_\_\_\_\_

2. Name of Employer \_\_\_\_\_  
 Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_  
 Worked From \_\_\_\_\_ To \_\_\_\_\_ Monthly salary or hourly rate \$ \_\_\_\_\_  
 Type of work performed \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

3. Name of Employer \_\_\_\_\_  
 Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_  
 Worked From \_\_\_\_\_ To \_\_\_\_\_ Monthly salary or hourly rate \$ \_\_\_\_\_  
 Type of work performed \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

*Have you already signed a contract for next year with any other institution? Yes \_\_\_ No \_\_\_*

**F. Job Data (Check areas in which you have had experience)**

_____ Typing (Speed ___ WPM)	_____ Writing & Editing
_____ Bookkeeping	_____ Duplicating Machine
_____ Supervisor	_____ Teaching
_____ Custodial	_____ Cooking/Nutrition
_____ Teachers Assistant	_____ Computers

**G. Personal References**

*You will need to sign the Reference Release Form that is attached and return it with this application. Do not list family members or relatives for references.*

**Reference**

**Give at least three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first. Give two references who are qualified to speak of your professional training and experience.**

1. Name \_\_\_\_\_ Address \_\_\_\_\_  
 City, State & Zip \_\_\_\_\_  
 Occupation \_\_\_\_\_ Years Known \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Address \_\_\_\_\_  
 City, State & Zip \_\_\_\_\_  
 Occupation \_\_\_\_\_ Years Known \_\_\_\_\_ Phone \_\_\_\_\_
3. Name \_\_\_\_\_ Address \_\_\_\_\_  
 City, State & Zip \_\_\_\_\_  
 Occupation \_\_\_\_\_ Years Known \_\_\_\_\_ Phone \_\_\_\_\_
4. Name \_\_\_\_\_ Address \_\_\_\_\_  
 City, State & Zip \_\_\_\_\_  
 Occupation \_\_\_\_\_ Years Known \_\_\_\_\_ Phone \_\_\_\_\_

**H. Christian Background**

Are you born again? \_\_\_\_\_ Approximate Date \_\_\_\_\_

*\*In your own handwriting, on a separate paper, please give details about your conversion and its effects upon your life.*

**Bible**

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct? Yes \_\_\_\_ No \_\_\_\_ Signature \_\_\_\_\_

**Statement Of Faith**

As an employee of Bright Beginnings Preschool you must fully agree with, and support, our Statement of Faith. Please carefully read the attached Statement of Faith and indicate your support by signing in the appropriate area provided.

**Church Service**

Denominational Preference: \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing at a local church? \_\_\_\_\_ Years? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?

What other Christian service have you done since becoming a Christian?

What is your attitude toward working with those of other races and those of other denominational beliefs?

**Devotional Prayer Life**

Describe your routine of personal Bible study and prayer life.

What books have you recently read that have helped you spiritually?

**I. Personal Philosophy**

**\*ON A SEPARATE PAPER please label and succinctly answer each of the questions below.**

- A. Why do you wish to teach/work at a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a non-Christian school?
- C. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**J. Job Description/Requirements and Declaration of Moral Integrity.**

See attached documents.

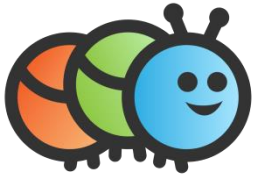
**K. Background Research**

I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information to be unfavorable or to reflect adversely on the school or on me as a Christian role model. I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and will receive benefits only through the day of release.

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Applicant's signature

Date



## Declaration of Moral Integrity

As an applicant for employment or for a volunteer position with unsupervised access to children at Bright Beginnings Preschool, and its ministries, I (print name) \_\_\_\_\_ recognize, understand, and agree to live by the moral standards of the school.

I further declare that with regard to my personal moral character and conduct as of this date, I am not currently engaging in inappropriate conduct, nor do I have inclinations toward such conduct.

Inappropriate conduct includes, but is not limited to, such behaviors as the following: adult heterosexual activity outside marriage commitment; homosexual or lesbian inclinations or actions; or sexual abuse or improprieties toward minors as defined by Scripture and state law.

I do declare that the above statement is factual and true. By affixing my signature I declare that I meet the moral integrity standards and Christian role model lifestyle requirements of Bright Beginnings Preschool.

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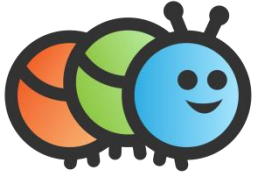
Applicant's signature

Date

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Administrator's signature after discussion with applicant/volunteer

Date



## Authorization to Release Reference Information

I have made application for a position as a teacher/aide with Bright Beginnings Preschool. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Bright Beginnings Preschool, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Bright Beginnings.

I agree that a photocopy or facsimile copy of this document and signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
Applicant's Name (Print)

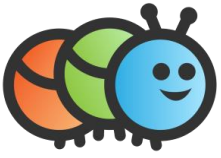
\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Date of Birth

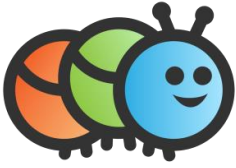




## Bright Beginnings Preschool

### **Additional Staff Requirements:**

- ◆ Staff meeting each month
- ◆ Approximately one parent night every 4-6 weeks
- ◆ Monthly grade level meetings
- ◆ ACSI Fall conference for all teachers and aides
- ◆ Winter Staff Development Days
- ◆ Preparation for Christmas programs, parent activities etc.
- ◆ Preparation of student progress reports, report cards
- ◆ Participation in fundraising activities
- ◆ Consistent church attendance; involvement in church activities
- ◆ Morning devotion rotation
- ◆ Committee assignment for school activities
- ◆ Visits to each child in your class prior to the first day of school  
Continued ministering to those families throughout the year (ex. coordinating a meal for expectant moms, death in the family, keeping in contact when the student has been out for awhile, etc.)
- ◆ Must hold certification in CPR and First Aid (training offered during pre-planning days)
- ◆ Employees will be expected to enroll his/her child(ren) at BB if the child(ren) qualifies for the program offered.



# Bright Beginnings Preschool Employee Agreement



## PHILOSOPHY

- ◆ We believe that parents are the primary educators of their children spiritually, physically, socially, and emotionally.
- ◆ We believe that the Holy Bible is God’s inerrant Word. (2 Timothy 3:15, 2 Peter 1:21)
- ◆ We believe that the Christian Preschool should cooperate with the parent to provide Christian Education for the child.  
**Compromises will not be made when philosophy is based on scripture.**
- ◆ We believe Christ died and rose again for the salvation of children and adults. (John 3:16 – 19)
- ◆ We believe that the Bible and religious training are a part of every aspect of the Christian Preschool program.

## Statement of Faith

*WE SINCERELY BELIEVE, the Holy Bible to be the inspired, authoritative, inerrant Word of God. (II Timothy 3:15; II Peter 1:21)*

*WE BELIEVE, there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)*

*WE BELIEVE, in the deity of Christ (John 10:33)*

*His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35)*

*His sinless life (Hebrews 4:15; Hebrews 7:26)*

*His miracles (John 2:11)*

*His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9)*

*His resurrection (John 11:25; I Corinthians 15:4)*

*His ascension to the right hand of the Father (Mark 16:19)*

*His personal return in power and glory (Acts 1:11; Revelation 19:11)*

*WE BELIEVE, in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Jesus Christ; and that only by God’s grace and through faith alone, we are saved. (John 3:15-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)*

*WE BELIEVE, in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)*

*WE BELIEVE, in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)*

*WE BELIEVE, in the present ministry of the Holy Spirit by whose in-dwelling the Christian is enabled to live a godly life. (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)*

*WE BELIEVE, that prayer is vitally important to under gird the oneness we have in Christ as a Bright Beginnings family.*

*WE BELIEVE, parents are the primary educators of their children, spiritually, physically, socially, and emotionally.*

*WE BELIEVE, that the Christian school should cooperate with the parent to provide a Christian education for the child. Compromises will not be made when philosophy is based on scripture.*

*WE BELIEVE, the Bible and religious training are a part of every aspect of the Christian school program.*

\_\_\_\_\_ *I fully support the Statement of Faith as written without mental reservations.*

*Signature* \_\_\_\_\_

\_\_\_\_\_ *I support the Statement of Faith except for the area(s) listed and explained on a separate sheet of paper.*

Signature \_\_\_\_\_