

# SonLight Preschool

116 Commonwealth Ave.  
Erlanger, KY 41018  
Phone: 859-342-2301  
Fax 859-342-2302



## Preschool Staff Application

### INSTRUCTIONS:

Print clearly and answer all questions. Sign and date.

### PERSONAL INFORMATION:

Full Name \_\_\_\_\_

Street Address \_\_\_\_\_

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

Day Time Phone Number (\_\_\_\_\_) \_\_\_\_\_ Cell Number (\_\_\_\_\_) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Birthdate \_\_\_\_\_

Email address: \_\_\_\_\_

Position Desired:  Director  Teacher  Assistant  Other  
 Full-time  Part-time  Substitute  Other

Available start date: \_\_\_\_\_

Hours Available:  7:15- 9:15  9:00- 1:30 or 2:00  1:00- 4:30

Are you a Christian?  Yes  No

What church do you attend? \_\_\_\_\_

How are you involved/ active in your church? \_\_\_\_\_

\_\_\_\_\_

Have you ever been charged or convicted of a crime against a child? Yes \_\_\_ No \_\_\_

If yes, please explain:

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Have you been convicted of or pleaded no contest to a felony within the last five years? Yes \_\_\_ No \_\_\_

If yes, please explain:

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Optional Information:

Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Children's Names and Ages \_\_\_\_\_

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If you are hired, how many children will be attending SonLight Preschool? \_\_\_\_\_

**EDUCATION:**

School	Name & Location of School	Dates Attended	# of Years	Graduation Date	Degree/ Diploma
Graduate School					
College					
High School					
Early Education Classes					

Do you have a current child first aid/ CPR certification? Yes \_\_\_\_\_ No \_\_\_\_\_

If hired, you will need to provide copies of birth certificate, social security card, driver's license, all diplomas, certificates or first aid/ CPR cards you have.

## EXPERIENCE:

1	Employer Name	Telephone	Employment Dates
			From                      To
	Address		Pay
			Start                      Last
	Name of Supervisor	Reason for Leaving	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.			
State job title and describe your work			

2	Employer Name	Telephone	Employment Dates
			From                      To
	Address		Pay
			Start                      Last
	Name of Supervisor	Reason for Leaving	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.			
State job title and describe your work			

Do you have any experience with  Infants                       1 year olds                       2 year olds  
 3 year olds                       4 year olds                       5 year olds

If you checked any, please describe your experience.

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Volunteer Experience: List any volunteer work you have done with children.

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Special Talents: List any talents or skills in art, music, drama, sewing, etc.

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## REFERENCES:

List no relatives (one reference must be a church contact)

1	Name	Telephone
	Address	
	Email address	

2	Name	Telephone
	Address	
	Email address	

3	Name	Telephone
	Address	
	Email address	

I verify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information contained herein.

I hereby give my permission for Erlanger Baptist Church and SonLight Preschool to obtain information relating to my criminal history record. I understand that this information will be used in part, to determine my eligibility for a position with this organization. I understand as long as I remain an employee here, the criminal history records check may be repeated at any time.

I sign this release as my own free act. This is a legally binding agreement, which I have read and understand.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applications are kept on file for one year.

