



Dear Prospective Employee:

Thank you for your interest in Bright Beginnings Preschool. Listed below you will find the items that you are required to complete by the State of Virginia before being employed in a licensed preschool or child care center. Complete each area indicated as promptly as possible. Please let me know if I may be of any assistance as you enter the interview process.

Sincerely,

Kathe Petchel
Owner

1. Completed application
2. Three written references: References should be mailed to
Bright Beginnings Preschool
c/o Director
3401 Worth Crossing
Charlottesville, VA 22911
3. Tuberculosis examination statement (statement must include):
 - * type of test used and test results (PPD type is required)
 - * the date of test
 - * signature of physician or official of the Health dept.
 - * you are responsible for this fee
4. State of Virginia Criminal Record Check
 - * Bright Beginnings will provide the form
 - * the fee will be deducted from your first paycheck
5. American Red Cross First Aid/CPR Certificate
 - * you must have a certificate or be registered to take the course
 - * Call 979-7143 to register
6. All official transcripts and certificates (copies are fine)
7. I-9 form (provided by Bright Beginnings)
8. Sworn Disclosure Statement (provide by Bright Beginnings)
9. Child Protective Services form (provided by Bright Beginnings)

Date of Hire: _____
Position: _____

Date of Separation: _____

Bright Beginnings Preschool
Employment Application

Today's Date: _____

Name: _____
Last First MI

Social Security Number: _____ Phone #: _____

Present Address: _____
Street City State Zip Code

Permanent Address: _____
Street City State Zip Code

Person to Contact in case of emergency: _____
Name

_____ Address (City, State, Zip)

_____ Phone _____ Relationship

POSITION APPLIED FOR:

- ___ Director
- ___ Assistant Director
- ___ Teacher
- ___ Assistant Teacher
- ___ Housekeeper/Cook
- ___ Availability
- ___ Substitute Teacher

SCHEDULE APPLIED FOR:

- ___ Full Time (8-9 hours)
- ___ Part Time Mornings (5-6 hours)
- ___ Part Time Afternoons (5-6 hours)
- ___ Pre-School Hours (3.5-4 hours)
- ___ Substitute Teacher (Please List)

*Please note that all positions are on a five day a week basis, except Substitutes

*Please indicate your answer to the questions below with yes or no.

- ___ I am available to work twelve months a year.
- ___ I am available to work ten months a year.
- ___ I am available to work some Saturday evenings
- ___ I am available to work some Sunday mornings

Bright Beginnings Pre-School is an equal opportunity employer. We do not discriminate on the basis of race, creed, color, religion or sexual orientation.

PERSONAL

Are you a US Citizen: _____

Are you 18 years or older? Yes ___ No ___ If no, please state age: _____

Do you have any medical condition(s) which may interfere with fulfilling the responsibilities of the position for which you applying? Yes ___ No ___
If so, please explain: (If hired a TB examination is required)

Have you ever been convicted of a felony, barrier crime or subject of a founded Child Protective Service complaint? Yes ___ No ___ If yes, please explain _____

Have you ever been convicted of a violation of the law other than a minor traffic offense?
___ If yes, please explain: _____

Employment requires Criminal Background Clearances. Is this acceptable to you?

Yes ___ No ___

Have you ever been dismissed or fired? If yes, please provide an explanation. ___

Do you currently hold a Red Cross First Aid Certificate? ___ If no, would you be willing to obtain one? _____

Give titles of teacher certification that you hold? (Please provide a copy of any certificates)

Title: _____

State where issued: _____

Endorsements: _____

Expiration Date: _____

Please indicate in paragraph form any special talents (art, music, dance, sport, etc.) that you posses that would be helpful in teaching young children. Also indicate any outside activities, honors, special interests and additional information which would add to your qualifications.

DISCLOSURE: Before driving a vehicle to transport children, I realize that I am required to disclosure any moving traffic violation that occurred five years prior to or during employment or assignment as a driver.	
_____	_____
SIGNATURE	DATE

EDUCATION AND TRAINING:

1. Name and location of high school: _____
Highest grade completed: _____ Date of graduation or GED: _____
2. Name and location of College/University: _____
Dates attended: _____ Number of years completed: _____
Degree(s) earned: _____
3. Additional training or certification that would be helpful in evaluating your application: _____

ACADEMIC DATA:

Semester hours earned overall: _____

Semester hours in Education: _____

Overall GPA to date: _____

Have you taken the National Teachers Exam: _____

If yes, please list sections and scores: _____

EXPERIENCE WITH GROUPS OF CHILDREN:

In order to be considered a teacher you must have at least one year of programmatic experience in a child care setting, nursery school, or elementary school. Please list all experiences in these categories:

Dates: _____ Place: _____ Responsibilities _____ Supervisor's Name & Phone # _____

EXPERIENCE:

Begin with the current or most recent employment (including military experience). Use additional paper if necessary.

1. Position: _____ Dates: From _____ to _____
Employer: _____ Full Time _____ Part Time _____
Address: _____ Job duties: _____

Phone: _____
Immediate Supervisor: _____ Reason for leaving: _____
Salary: From _____ to _____
May we contact your present employer? _____

2. Position: _____ Dates: From _____ to _____
Employer: _____ Full Time _____ Part Time _____
Address: _____ Job duties: _____

Phone: _____
Immediate Supervisor: _____ Reason for leaving: _____
Salary: From _____ to _____
May we contact your present employer? _____

3. Position: _____ Dates: From _____ to _____
Employer: _____ Full Time _____ Part Time _____
Address: _____ Job duties: _____

Phone: _____
Immediate Supervisor: _____ Reason for leaving: _____
Salary: From _____ to _____
May we contact your present employer? _____

4. Position: _____ Dates: From _____ to _____
Employer: _____ Full Time _____ Part Time _____
Address: _____ Job duties: _____

Phone: _____
Immediate Supervisor: _____ Reason for leaving: _____
Salary: From _____ to _____
May we contact your present employer? _____

Please describe any volunteer work or other experience related to child care:

REFERENCES:

Please list at least 3 persons qualify to give any information to show your qualifications for the position you seek; use friends and relatives only as a last choice. Please have your 3 references send letters of recommendation to us immediately in order for your file to be deemed complete. Have them comment on; character, reliability, and experience with children, creativity, and anything else they would like to share with us.

1. Name: _____ Title: _____ Relationship: _____
Company: _____ Phone: (W) _____
Address: _____ (H) _____

2. Name: _____ Title: _____ Relationship: _____
Company: _____ Phone: (W) _____
Address: _____ (H) _____

3. Name: _____ Title: _____ Relationship: _____
Company: _____ Phone: (W) _____
Address: _____ (H) _____

I understand that I will be required to submit written information to demonstrate that I posses the education, orientation training, staff development, certification, and experience required by the job position.

I hereby certify that the information given in this application is true and complete to the best of my knowledge.

Signature

Date