



**Presbyterian Early Learning Center**  
 A ministry of First Presbyterian Church of Lufkin  
 607 Janeway Avenue, Lufkin, TX 75904  
**936-634-GROW (4769)**

## Application for Employment

Presbyterian Early Learning Center is an Equal Opportunity Employer, and we do not and will not discriminate on the basis of race, national origin, sex, age, handicap, marital status, or status as a disabled veteran, or any other consideration made unlawful by any federal, state, or local law applicable to a Religious Non-Profit Corporation. Information provided on this application will not be used for any discriminatory purpose. As a Christian preschool ministry protected by Title VII, PELC reserves the right to hire those of Christian faith. The receipt of this application does not mean that job openings exist nor does it obligate PELC in any way. We appreciate your interest in our organization.

### Please Print Neatly & Legibly

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Are you over 18?  Yes  No

What languages do you read, speak or write fluently? \_\_\_\_\_

For what position do you wish to apply? (Check all that apply.)

- Preschool Teacher  
  Pre-K Teacher  
  Teacher Assistant  
  Substitute Teacher  
 Afternoon Teacher  
  Floater Teacher  
  Office Assistant

Date available for work: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Type of employment:  Full-time  Part-time  Temporary  Year-round  10 month (school year)

Are there any days (Mon-Fri) or hours (7am-6 pm) on which you cannot work?  Yes  No If yes, please explain:

What age group do you prefer to work with?  2's  3's  4's

Is there any age group you prefer not to teach?  Yes  No If yes, please explain:

Are you willing to work overtime if needed?  Yes  No

Are you willing to attend Staff Meetings & School Events in addition to regularly scheduled hours?  Yes  No

Have you ever been convicted of any crime other than a minor traffic violation?  Yes  No If yes, attach an explanation. Include: date, court & place where offense occurred & judgment.

How did you hear about PELC? \_\_\_\_\_

## EDUCATION INFORMATION

Do you have a high school diploma?     Yes     No            Where did you graduate? \_\_\_\_\_

Do you currently have a Certificate or Degree in Early Childhood (E.C.E.), or closely related field?     Yes     No  
 Attach copy of Diploma/Certificate & transcripts.

Name & address of College: \_\_\_\_\_

Certificate/Degree Received: \_\_\_\_\_                      Year Received: \_\_\_\_\_

If you **do not** have a Certificate or Degree, please list all courses completed in E.C.E. & attach a copy of transcripts.

Year	College	Course Title	Units completed

Are you currently enrolled in any E.C.E. courses?     Yes     No            If yes, please list below:

College	Course Title	Units

Describe any other specialized or professional training you feel would enhance your ability to fulfill the position:

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## EMPLOYMENT RECORD

Starting with present or most recent, detail your employment information listing all previous employers.  
 If more space is required, please attach an additional sheet. Include self-employment, summer, and part-time jobs.

<b>1. Name of Present (or most recent) Employer:</b>	
Address & Phone #:	
Dates employed:                      -	Position:
Supervisor:	Salary:
Brief description of job duties:	
What did you enjoy most about your job?	
Reasons for leaving:	

<b>2. Name of former Employer:</b>	
Address & Phone #:	
Dates employed: -	Position:
Supervisor:	Salary:
Brief description of job duties:	
What did you enjoy most about your job?	
Reasons for leaving:	

<b>3. Name of former Employer:</b>	
Address & Phone #:	
Dates employed: -	Position:
Supervisor:	Salary:
Brief description of job duties:	
What did you enjoy most about your job?	
Reasons for leaving:	

<b>4. Name of former Employer:</b>	
Address & Phone #:	
Dates employed: -	Position:
Supervisor:	Salary:
Brief description of job duties:	
What did you enjoy most about your job?	
Reasons for leaving:	

Does your present employer know of your plans to change employment?  
 May we contact your present employer?

Yes  No  
 Yes  No

## PROFESSIONAL PHILOSOPHY & SKILLS

Have you ever taught/worked in a Christian preschool?  Yes  No If yes, briefly describe your experience.

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PELC is a Christian preschool ministry. Briefly describe how you would implement Christian teaching into daily classroom activities:

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What type of curriculum have you used? \_\_\_\_\_

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Please list any professional or teaching organizations you belong to or participate in: \_\_\_\_\_

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What is your definition of discipline? What type of discipline would you use in a preschool classroom?

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Describe any other experiences that may have significance for the position you are applying for. (ex: Sunday School teacher, camp counselor, etc.)

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What is your definition of a "role model" & how does it apply to this position? \_\_\_\_\_

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What other skills could you bring to this position? (tech, customer service, hobbies...) \_\_\_\_\_

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What are your long-range plans for continuing education? \_\_\_\_\_

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Why do you wish to teach/work at this school? \_\_\_\_\_

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What do you feel most qualifies you for this position? \_\_\_\_\_

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### **Sample situations demonstrating ability to work with children & families:**

*Two children both want to play with one toy. They become quite heated in their argument. How would you handle the situation?*

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*A child repeatedly exhibits troublesome behavior & the parents must be spoken to. How would you handle this situation?*

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## PERSONAL & PROFESSIONAL REFERENCES

All references must have phone numbers included. Do not list relatives.

Provide the name & contact information for at least 1 pastor & 1 other person who have first-hand knowledge of your character.

Name of Pastor: \_\_\_\_\_ For what church: \_\_\_\_\_  
Phone & Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone & Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Provide professional references who have first-hand knowledge of your background, character, abilities,  
& qualifications to work in an early childhood setting.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone & Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone & Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone & Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Have you made a personal profession of faith in Christ?  Yes  No

What Church or Fellowship do you regularly attend? \_\_\_\_\_  
Church address & phone: \_\_\_\_\_  
\_\_\_\_\_

Please describe any special groups or ministries that you participate in:

\_\_\_\_\_  
\_\_\_\_\_

Write a brief testimony concerning your faith in Christ: (if more room is needed, please attach page)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What other information would you like for us to know about yourself?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STATEMENT OF TRUTHFUL APPLICANT INFORMATION

*{Please read the following information carefully before signing.}*

I understand and agree that:

1. If hired by Presbyterian Early Learning Center (PELC), during my employment, I shall not accept or hold employment with others that, in the sole discretion of PELC, would create a conflict of interest.
2. Those that serve God on the staff at PELC are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are in agreement with the vision and values of PELC and First Presbyterian Church of Lufkin.
3. If employed by PELC, I agree to conform to its guidelines and policies. I understand that this is only an application for employment and that no employment is being offered at this time. I further understand that PELC and First Presbyterian Church of Lufkin is an "at-will" employer. That employment and compensation could be terminated, with or without cause, with or without notice, at any time, at the option of either PELC or employee. There will be no agreement express or implied whether written, oral or by conduct, for continuing or long-term employment, that shall be interpreted as changing the "at will" nature of my employment relationship with PELC.
4. I understand that as a condition of employment I will be required to provide proof of U.S. Citizenship, U.S. permanent residency, or authorization to work in the U.S. and personal identification.
5. I hereby authorize PELC to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by PELC and release any person, organization, or company from liability or damage, which may result from furnishing the information requested. I further waive the right to personally view any references given to PELC. I understand that any offer of employment is subject to satisfactory references.
6. Since if employed I will be working with children, I understand that upon hiring I must submit to a fingerprint check by federal and state authorities. I agree to fully cooperate in providing and recording my fingerprints as necessary for such an investigation. I authorize the school to conduct a criminal records check. 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 employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.
7. I certify that all of the information, which I have provided, on this application for employment is true and complete to the best of my knowledge. I understand that if employed, false statements or significant omission of fact on my application, even if that determination is made years later, will result in immediate discharge from employment.

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

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only:

Interview?  Yes  No If yes, scheduled for: \_\_\_\_\_

Rev: 2/2020