

Instructions on how to Submit your Application

The following positions are open:

- Director's Assistant
- Infant room Teacher
- 1 year old Lead Teacher
- 1 year old Lead Teacher Assistant
- 2 yr. old Lead Teacher
- 2yr. old Lead Teacher Assistant
- 3yr. old Lead Teacher
- 3yr. old Lead Teacher Assistant
- Floater



To qualify for ANY Lead position you have to have a minimum of a CDA, TCC, or Technical College Diploma, or higher education plus experience. To qualify for a Helper you have to be in the process of obtaining a degree in Early Childhood Education or a degree related.

Please fill Application out completely. Do not leave any area blank. Mark N/A for anything that does not apply. Please return application no later than April 23, 2018 at Victory Tabernacle's front office.

When returning application please attach any documentation along with your application.

First Aid/CPR

Background Check

Proof of Education

Trainings

Thanks for your interest in helping us to become one of the Best Academy's in our Albany area!!



Employment Application

PLEASE PRINT AND COMPLETE ALL SECTIONS

Today's Date: _____

Name

Full Name: _____
Last First M.I.

Employment Desired

Job Applying for: _____ Full time Part time Temporary

Salary Desired: \$ _____ Date Available: _____

Personal

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: () _____ E-mail Address: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

If hired, can you furnish proof of eligibility? YES NO Are you 18 years or older? YES NO

Can you perform the essential function of the position for which you are applying? YES NO

Have you ever worked or attended school under another name? YES NO

If yes, give details. _____

Have you ever worked for this organization? YES NO If yes, when? _____

Have you ever applied here before? YES NO If yes, when? _____

Are you presently employed? YES NO

If yes, may we contact your current employer for a reference? YES NO

Have you ever been fired or asked to resign from a job? YES NO

Have you ever been convicted of a felony violation? YES NO

If yes, give details. _____

If employed by us, do you expect to be employed elsewhere? YES NO

If yes, give details. _____

Education

High School or GED: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Vocational or Technical: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College or University: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Graduate School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Do you have other skills or training that would be helpful for the job? If yes, please explain.

Employment History

Please list employers starting with the current or most recent. List employment for the last 10 years.
A job offer may be contingent on acceptable references from employers.
 Please explain gaps in employment.

Name of Employer: _____ Phone: (____) _____

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Supervisor's Name: _____ Title: _____

Phone: (____) _____ Email: _____

Job Title: _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Name of Employer: _____ Phone: (____) _____

Address: _____
Apartment/Unit #

_____ City State ZIP Code

Supervisor's Name: _____ Title: _____

Phone: (____) _____ Email: _____

Job Title: _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Name of Employer: _____ Phone: () _____

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Supervisor's Name: _____ Title: _____

Phone: () _____ Email: _____

Job Title: _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Name of Employer: _____ Phone: () _____

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Supervisor's Name: _____ Title: _____

Phone: () _____ Email: _____

Job Title: _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Gaps in Employment: _____

Volunteer Activities and Professional Memberships/Background & Experience with Children

Organization Name: _____ Title: _____

Responsibilities: _____ Years Active: _____

Organization Name: _____ Title: _____

Responsibilities: _____

Years Active: _____

Experience with groups of children
(Indicate ages of children, your duties, dates of time you worked in this position, reasons for leaving)

Attach documentation of experience working with children.

(Circle One)

Have you attended/completed any child care training courses? YES NO

If yes list:

Do you have a criminal record? YES NO

If yes, explain:

Have you ever been shown by credible evidence, e.g., a court order or jury, a department's investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? YES NO

Under the American with Disabilities Act of 1991, this program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying.

Having read the job description for the position for which you are applying, are you in all respects, able to adequately perform the duties as described? YES NO

If no, please

explain. _____

Do you have a valid driver's license? YES NO

If yes, give license number and class of license: _____

Have you had CPR training within the past two years? YES NO

If yes, give expiration date: _____

Have you had first aid training within the past three years? YES NO

If yes, give expiration date: _____

Bright from the Start: Georgia Department of Early Care Learning requires annual child care training, are you willing to participate? YES NO

Certification

I hereby certify that all the information provided in this employment application is true and complete. I understand that false information or the omission of information may disqualify my candidacy and may be grounds for termination. I further understand that I am applying to a Drug Free Workplace and may be required to submit to testing for the presence of drugs as a condition for employment.

Signature: _____ Date: _____