

# Application for Employment CHC PreSchool and KidZone

We do not discriminate on the basis of race, color, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.



Please print clearly and answer each question completely and accurately. Use extra paper if you do not have enough room to answer any question on this application. This application is not complete until all the questions have been answered and you have signed the last page. In reading and answering the questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related factors.

Position Applying for \_\_\_\_\_ Today's Date \_\_\_\_\_

Are you Early Childhood Teacher (formerly Group Leader) qualified under new state regulations?

Yes  No

What type of employment are you seeking?  Part Time  Substitute

When are you available to start working? \_\_\_\_\_

How many hours a week are you available to work? \_\_\_\_\_

## General Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

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

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

Daytime Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Have you ever applied at CHCC or CHC before?  Yes  No If Yes, when? \_\_\_\_\_

Have you ever been employed by CHCC or CHC before?  Yes  No If Yes, when? \_\_\_\_\_

Have you ever served in a regular ongoing volunteer capacity at CHCC or CHC before?  Yes  No

If Yes, please describe: \_\_\_\_\_

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest" but exclude minor traffic violations)  Yes  No

If Yes, provide details: \_\_\_\_\_

If employed at CHCC, do you expect to be engaged in any additional business or employment outside of your job?

Yes  No If yes, please explain: \_\_\_\_\_

## Education

**High School** \_\_\_\_\_ Years completed    1   2   3   4

Diploma/Degree \_\_\_\_\_ Course of Study \_\_\_\_\_

Specialized training, skills, apprenticeships, honors and extracurricular activities: \_\_\_\_\_

**College/University** \_\_\_\_\_ Years completed    1   2   3   4

Diploma/degree \_\_\_\_\_ Course of Study \_\_\_\_\_

Specialized training, skills, apprenticeships, honors and extracurricular activities: \_\_\_\_\_

**Graduate/Professional** \_\_\_\_\_ Years completed    1   2   3   4   5   6+

Diploma/degree \_\_\_\_\_ Course of Study \_\_\_\_\_

Specialized training, skills, apprenticeships, honors and extracurricular activities: \_\_\_\_\_

List professional, trade, business or community activities or organizations in which you participated including any offices held. (Exclude organizations or memberships that reveal race, color, national origin, sex, age, disability, or other protected status with the exception of religious affiliations.)

What are your thoughts about caring for children with disabling, chronic, or infectious conditions?

How do preschool children learn best?

What guidance strategies might you try implementing with a child who exhibits challenging behavior?

**(PreSchool Applicants Only):** With the pressure to teach academics today, how would you educate preschool parents in developmentally appropriate practices and the benefits of play in the life of their preschool child?

Write about a time when you had to make a difficult decision, and you knew that whatever you decided, some people would be unhappy.

What qualifications do you possess which will contribute to your success as a teacher?

## Employment Experience

List all current and previous positions (paid and unpaid) in chronological order starting with the most recent. Please account for all periods of time including military service and any period of unemployment. Please attach additional sheets as needed even if you submit a resume.

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Company Name				Dates of employment
Address	City	State	Zip Code	Title and Department
Job duties				
Supervisor's Name		Title		Phone Number
Reason for Leaving: _____				
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Salary: Starting _____ Ending _____				

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Company Name				Dates of employment
Address	City	State	Zip Code	Title and Department
Job duties				
Supervisor's Name		Title		Phone Number
Reason for Leaving: _____				
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Salary: Starting _____ Ending _____				

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Company Name				Dates of employment
Address	City	State	Zip Code	Title and Department
Job duties				
Supervisor's Name		Title		Phone Number
Reason for Leaving: _____				
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Salary: Starting _____ Ending _____				

## Christian Background

Are you a member of CHCC?  Yes  No If yes, when did you become a member of CHCC? \_\_\_\_\_

Are you a member of another church?  Yes  No If yes, which church? \_\_\_\_\_

How long have you been a member at that church? \_\_\_\_\_

Do you know Jesus as your personal Lord and Savior?  Yes  No

When did and how did you become a Christian? (Use additional paper if needed)

Describe your past and current church affiliations and activities. (Use additional paper if needed)

## Affadavit, Consent and Release

Please read each statement carefully before signing.

I certify that all of the information provided in the employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. "Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly."

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that Cherry Hills Community Church and Cherry Hills Christian School conducts background checks on those who are offered an employment position. A financial credit check may also be required depending on the specific responsibilities of the position.

I understand that Cherry Hills Community Church and Cherry Hills Christian School as religious organizations are exempt from the Title VII's religious bias prohibitions to the extent that such organizations may require individuals hired to hold the same religious beliefs as the employer. Religious organizations may give preferential treatment in employment to individuals of that religion with respect to any work connected with the organization- even positions which are not religious, such as a custodian or a maintenance worker.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE SENIOR PASTOR, EXECUTIVE PASTOR OR CHIEF FINANCIAL OFFICER HAVE THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT OR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY EITHER THE SENIOR PASTOR, EXECUTIVE PASTOR OR CHIEF FINANCIAL OFFICER AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand and by my signature consent to these statements.

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

## References

Please list the names of persons you are using as references; two personal, two professional. Please make two (2) copies of each of the enclosed letters and recommendation forms, send them to your references and direct them to send the form and letter of reference back to the school, Attn: CHC Human Resource Manager.

### Personal

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Name	Address	City	State	Zip
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Home Phone	Work Phone	Cell Phone	Email Address
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### Personal

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Name	Address	City	State	Zip
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Home Phone	Work Phone	Cell Phone	Email Address
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### Professional

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Name	Address	City	State	Zip
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Home Phone	Work Phone	Cell Phone	Email Address
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### Professional

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Name	Address	City	State	Zip
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Home Phone	Work Phone	Cell Phone	Email Address
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3900 Grace Boulevard  
Highlands Ranch, CO 80126-7801  
303-791-5500 | [www.CherryHillsChristian.org](http://www.CherryHillsChristian.org)

Dear

\_\_\_\_\_ has made application for a position at Cherry Hills Christian PreSchool. S/he has submitted your name for a personal recommendation. We greatly appreciate any comments you may wish to make regarding this person's Christian commitment.

Please prepare a letter of recommendation and forward it to my attention along with the enclosed questionnaire. All information will be considered confidential.

Thank you so much for taking the time and effort to share your thoughts with us.

Respectfully,

Elizabeth A. McClelland  
Human Resource Manager  
Cherry Hills Christian

Enc.



# Personal Reference Form

\_\_\_\_\_  
Name of Reference

\_\_\_\_\_  
Name of CHCP Applicant

On a scale of 1-10 (with 1 as poor and 10 as excellent) please give your candid opinion of this person.

This person knows Jesus Christ as his/her personal Lord and Savior.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

This person is trying his/her best to live a life that honors God.

1 2 3 4 5 6 7 8 9 10

This person exhibits appropriate communication skills.

1 2 3 4 5 6 7 8 9 10

This person is innovative and creative.

1 2 3 4 5 6 7 8 9 10

This person is enthusiastic.

1 2 3 4 5 6 7 8 9 10

This person is one who works well with others ...is a team player.

1 2 3 4 5 6 7 8 9 10

This person is positive and optimistic.

1 2 3 4 5 6 7 8 9 10

This person adapts to change and is flexible.

1 2 3 4 5 6 7 8 9 10

This is someone I would want my child to be associated with.

1 2 3 4 5 6 7 8 9 10

\_\_\_\_\_  
How long have you known the applicant?

\_\_\_\_\_  
What is your relationship to the applicant?

\_\_\_\_\_  
How well do you feel you know this person?

\_\_\_\_\_  
Are there other comments you may wish to add?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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Dear

\_\_\_\_\_ has made application for a position at Cherry Hills Christian PreSchool. S/he has submitted your name for a professional recommendation. We greatly appreciate any comments you may wish to make regarding this person's professional expertise.

Please prepare a letter of recommendation and forward it to my attention along with the enclosed questionnaire. All information will be considered confidential.

Thank you so much for taking the time and effort to share your thoughts with us.

Respectfully,

Elizabeth A. McClelland  
Human Resource Manager  
Cherry Hills Christian

Enc.

# Professional Reference Form

\_\_\_\_\_  
Name of Reference

\_\_\_\_\_  
Name of CHCP Applicant

On a scale of 1-10 (with 1 as poor and 10 as excellent) please give your candid opinion of this person.

This person is highly competent with children. 1 2 3 4 5 6 7 8 9 10

This person is loved by children and builds strong relationships with them. 1 2 3 4 5 6 7 8 9 10

This person exhibits appropriate communication skills with children, parents and staff. 1 2 3 4 5 6 7 8 9 10

This person is innovative and creative. 1 2 3 4 5 6 7 8 9 10

This person is enthusiastic. 1 2 3 4 5 6 7 8 9 10

This person is one who works well with others ...is a team player. 1 2 3 4 5 6 7 8 9 10

This person is positive and optimistic. 1 2 3 4 5 6 7 8 9 10

This person adapts to change and is flexible. 1 2 3 4 5 6 7 8 9 10

This is someone I would hire. 1 2 3 4 5 6 7 8 9 10

\_\_\_\_\_  
How long have you known the applicant?

\_\_\_\_\_  
What is your relationship to the applicant?

\_\_\_\_\_  
How well do you feel you know this person?

\_\_\_\_\_  
Are there other comments you may wish to add?

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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