



# Tyler Christian Pre-School

## Employment Application



Tyler Christian Pre-School (TCP) is an Equal Opportunity Employer and considers all candidates for employment equally regardless of race, color, national origin, sex, age or handicap. Because of its status as a religious entity, TCP may consider the candidate's religious affiliation in its employment decisions, consistent with State and Federal law.

**PLEASE PRINT**

<b>Email:</b>	<b>Date:</b>
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Social Security Number	First Name	Middle Name	Last Name	
Street Address		City	State	Zip
Day Phone	Evening Phone	Cell Phone	Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

Date available to start:	Desired Hourly Wage:	Mark the One that Applies: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
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Please list in order of priority your teaching grade preferences (Infants, 12-18 mon, 18-24 mon, 2 yr, 3 yr, 4 yr, 5 yr, school age)

First Choice _____	Second Choice _____	Third Choice _____
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Days You can work:    M-F     Monday     Tuesday     Wednesday     Thursday     Friday

Hours you are available each day: \_\_\_\_\_

Name used on School Records:				
Type of School	Name & Address of School	Degree	Major Subject	Minor Subject
High School				
College				
Graduate School				
Tech., Business or Other				

Total years of full-time pre-school experience: Public \_\_\_\_\_ Christian \_\_\_\_\_ Other \_\_\_\_\_

How did you hear of this position. If current employee, please put their name: \_\_\_\_\_

**EMPLOYMENT HISTORY (Start with your present or most recent position. Include experience in the armed forces of the U.S. Please feel free to attach additional information where appropriate, such as a resume.)**

(1)	Date:	Salary:	Firm Name and Address
Starting			
Ending			

(Area Code)/Phone Number

Type of Business:

Position:

Responsibilities:

Name/Title of Supervisor:

Department:

Reason for seeking new employment:

May we contact this employer now? Yes \_\_\_ No \_\_\_ Name used when employed:

(2)	Date:	Salary:	Firm Name and Address
Starting			
Ending			

(Area Code)/Phone Number:

Type of Business:

Position

Responsibilities:

Name/Title of Supervisor:

Department:

Reason for seeking new employment:

May we contact this employer now? Yes \_\_\_ No \_\_\_ Name used when employed:

(3)	Date:	Salary:	Firm Name and Address
Starting			
Ending			

(Area Code)/Phone Number:

Type of Business:

Title \_\_\_\_\_

Responsibilities:

Name/Title of Supervisor:

Department:

Reason for seeking new employment:

May we contact this employer now? Yes \_\_\_ No \_\_\_ Name used when employed:

**CHILD CARE EXPERIENCE** (Please list any child care experience not listed on the previous page.)

(1)	Date:	Salary:	<b>Firm Name and Address</b>
Starting			
Ending			

(Area Code)/Phone Number \_\_\_\_\_ Type of Business: \_\_\_\_\_

Position: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Reason for seeking new employment: \_\_\_\_\_

May we contact this employer now? Yes \_\_\_\_\_ No \_\_\_\_\_ Name used when employed: \_\_\_\_\_

(2)	Date:	Salary:	<b>Firm Name and Address</b>
Starting			
Ending			

(Area Code)/Phone Number: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Position \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Reason for seeking new employment: \_\_\_\_\_

May we contact this employer now? Yes \_\_\_\_\_ No \_\_\_\_\_ Name used when employed: \_\_\_\_\_

(3)	Date:	Salary:	<b>Firm Name and Address</b>
Starting			
Ending			

(Area Code)/Phone Number: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Title \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Reason for seeking new employment: \_\_\_\_\_

May we contact this employer now? Yes \_\_\_\_\_ No \_\_\_\_\_ Name used when employed: \_\_\_\_\_

Give references who are qualified to speak of your spiritual experience, Christian service, and character.

Do not list family members or relatives for references.

<u>Name</u>	<u>Complete Address</u>	<u>Phone Number</u>	<u>Position</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Directions: Indicate your response to each question by marking the appropriate box	Yes	No
If hired, can you show proof of authorization to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of the crime of moral turpitude?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a felony? *	<input type="checkbox"/>	<input type="checkbox"/>
Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
Can you work the hours required for the job? *	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any complaints filed with the credentialing organization of any state? *	<input type="checkbox"/>	<input type="checkbox"/>

\* Explanations: \_\_\_\_\_

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### SUPPLEMENTAL PERSONAL DATA

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Although the following information is somewhat sensitive, we are obligated to request it in order to fulfill our responsibilities as an employer to screen candidates for employment at TCP. If you are unable to answer the following questions for any reason, our Director will visit with you privately to discuss them with you.

- 1) Have you ever been charged with a crime with the exception of minor traffic offenses?  Yes  No  
 If yes, please provide explanation: City \_\_\_\_\_ Date \_\_\_\_\_  
 Charge \_\_\_\_\_ Disposition \_\_\_\_\_
  
- 2) Has a civil or criminal complaint ever been filed against you alleging physical abuse or sexual abuse by you?  
 Yes  No  
 If yes, give a short explanation of the complaint. (Please indicate the date, nature and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.)
  
- 3) Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse or sexual abuse by you?  Yes  No  
 If yes, give a short explanation of the allegations. (Please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address, and telephone number.)
  
- 4) Are you aware of any reason you cannot reasonably perform the duties to be performed as a teacher or aide at TCP?

**IMPORTANT: PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING THIS APPLICATION:**

I understand and agree that if hired, my employment is at will, which means that both the school and I have the right to terminate my employment with or without notice or cause.

I certify that the information shown on this application is correct and complete to the best of my knowledge and that I have not knowingly withheld any fact or circumstance. I understand that falsification or omission of information on this application may result in disqualification from further consideration for employment or, if hired, dismissal from employment.

I authorize TCP and its representatives to investigate any and all of the information contained on this application, to conduct additional investigations of my experience and background as it relates to my application and to contact former employers, unless I otherwise stipulate. Employers listed on this application are hereby authorized to give any and all information concerning my previous employment. I hereby release TCP from any liability arising from such investigation.

I understand and agree that this application does not represent an offer of, nor contract for, employment. I also understand and agree that if I am offered, and I accept, employment with TCP, all disputes arising out of such employment shall be resolved by binding arbitration or mediation, and in lieu of any court action, or jury trial, which is expressly waived.

I certify that the statements made in this application are true and correct to the best of my knowledge and that any deliberate falsification could result in termination of my employment. Permission is hereby granted TCP to obtain verification of the statements made herein and to obtain employment references. All reference information will be confidential and will be considered the property of TCP.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**DECLARATION OF MORAL INTEGRITY**  
**Personal Follow-up Questions**

**TYLER CHRISTIAN SCHOOL**

As an applicant for employment or for a volunteer position with unsupervised access to children at Tyler Christian School of Tyler, and its ministries, I recognize, understand, and agree to live by the moral standards of the school.

I further declare that with regard to my personal moral character and conduct, I will not engage in inappropriate conduct, including, but not limited to, such behaviors as the following: adult heterosexual activity outside of marriage commitment; homosexual or lesbian inclinations or actions; or sexual abuse or improprieties toward minors as defined by Scripture and state law; or any activity that would undermine my position as a Christian role model for children.

I do declare that the above statements are factual and true. By affixing my signature, I declare that I meet the moral integrity standards and Christian role model lifestyle requirements of Tyler Christian School.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

## REQUEST FOR CRIMINAL HISTORY AND CENTRAL REGISTRY CHECK

Complete the following for each person requiring a Criminal History/Central Registry Check and return this form to the Licensing Office. Additional forms may be obtained from the Licensing office.

<input type="checkbox"/> Initial <input type="checkbox"/> 24 Month Check		<input type="checkbox"/> FBI Check Required	
Social Security Number		ID Type - Drivers License or ID Number - State	
First Name	Middle Name	Last Name	
Street Address	City	State	Zip
County	Telephone No. (A/C)	Date of Birth	Gender <input type="checkbox"/> M <input type="checkbox"/> F
You must list all other cities in Texas where there has been residency. If you lived outside of Texas in the previous 5 years you must also list previous address(es) outside of Texas, including the county:		Relationship of person to requestor  <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Caregiver <input type="checkbox"/> Director <input type="checkbox"/> Staff <input type="checkbox"/> Foster parent <input type="checkbox"/> Household Member <input type="checkbox"/> Other Staff <input type="checkbox"/> Licensed Administrator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other	
Date Hired /Used by the Operation/Agency	Ethnicity (must accompany race) <input type="checkbox"/> Hispanic <input type="checkbox"/> Other	Race <input type="checkbox"/> White <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaskan Native	
Other names used (married, maiden, etc.)	First Name	Middle Name	Last Name



## Pre-Employment Affidavit for Applicants for Employment at Certain Child Care Operations

The following affidavit is offered to satisfy the requirement of Texas Human Resources Code Section 42.0563, in accordance with Texas Civil Practices and Remedies Code Section 132.001.

Texas Human Resources Code Section 42.0563 requires an applicant for a position of employment at a General Residential Operation, Licensed Child Care Center, School-Age Program, Before and After-School Program, Licensed Child Care Home, and Registered Child Care Home to complete and submit, to the employing entity, this pre-employment affidavit disclosing whether the applicant has ever been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

This affidavit should be completed by the applicant during the application process and does not require notarization. The applicant may attach additional documentation to this form to support that a **charge** the applicant lists below was determined to be **false** (e.g., copy of the associated police report, certified copy of a court document, or extra pages which list all relevant facts), but this form must be completed in its entirety.

### I swear or affirm the following:

- I **have never** been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- I **have been** charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The following are all relevant facts pertaining to the charge, adjudication, or conviction:

**Charge:**

The charge was determined to be:    True        False

**Charge:**

The charge was determined to be:    True        False

List all relevant facts for each **conviction**. Examples of facts include but are not limited to: details about the incident, responding law enforcement agency and date of the conviction. If you do not have any convictions, write **none**.

### Declaration of Applicant

I declare under penalty of perjury that the foregoing is true and correct. I understand that failure to disclose the information required by this affidavit is grounds for termination of employment.

Printed Name (First, Middle, Last):

Date of Birth:

Address (Street, City, State, Zip Code, Country):

Signature

Signed on \_\_\_\_\_, in state of \_\_\_\_\_, County of \_\_\_\_\_.



## APPLICATION QUESTIONNAIRE

Why are you applying for a job at Tyler Christian Preschool?

Do you have any medical problems that would keep you from performing what is required of this position?

Have you ever been arrested for a crime?

Have you ever been convicted of a crime (misdemeanor or felony)? If yes, please explain.

Are you willing to have a Criminal Background Check and FBI fingerprinting should you be hired?

Do you have current CPR/FA training?

Do you have reliable transportation to and from work?

Are you currently working at another job? If yes, how much of a notice will you give your current employer?

Are you currently enrolled in college, or do you plan to take college classes?

If hired, are you willing to commit to maintaining 30 hours of annual training? Some training will be done in the evenings and on a Saturday.

If hired are you willing to attend monthly and quarterly staff meetings?

Are you currently a member of a local church? If so where, and do you attend regularly? If not, what is your reason for not having a church home?

What positions do you hold at your church?

If you have a church home, what is your favorite thing about your church?

In a few sentences, describe your personal relationship with the Lord.

What is one thing you wish you could improve on in your personal walk with the Lord?

Do you have any reservations teaching children about the Bible?

Describe the importance of scripture and why it is important to share the Bible with children.

What would you say is your greatest strength?

What would you say is your greatest weakness?

Do you consider yourself a leader or a follower? Explain.

What methods would you use to develop and implement activities in the classroom that not only support and promote each child's development but also keep their interest?

Has there ever been a time when you had to handle a child or group of children that were being disruptive or uncooperative? Explain the child's behavior and share how you handled the behavior.

If hired would you need care for children? If so, what ages?

If yes, and your child is ill, do you have someone who can care for your child/children?

If you have a personality conflict with a co-worker, are you able to set aside your differences and work closely with him/her in order to run a successful classroom? How would you communicate with that?

Why is good communication between coworkers and parents important?

Children must have someone reliable to show up for them daily. This is not a call-in type career. These children need adults they can depend on. Being present and dependable creates a stable environment for these children. How many times do you feel is appropriate to be late or call in at your job within a year's time span?

What two examples can you give as to an appropriate reason to call in aside from a death in your immediate family?

Do you have any questions or comments that you would like for us to consider while reviewing your application?