



Preschool Employment Application Form

We appreciate your interest in employment at Hands Up Preschool. We look forward to receiving your application. The following checklist will assist you in your application process.

Complete/Sign all attached forms. All forms must be submitted before processing begins.

- ☐ Application
- ☐ Confidential Personal Information
- ☐ Confidential Personal References

Attach the following additional items.

- ☐ Current Resume
- ☐ Copies of pertinent certificates
- ☐ Copies of college transcripts

Interview Process

Administration will review your completed file. If a position is open and qualifications are met, the office will contact you to schedule an interview.

- ☐ Interview time set _____
- ☐ Post Interview - You will be notified in writing of the decision regarding the status of your employment.

"Train a child in the way he should go, and when he is old he will not turn from it."
Proverbs 22:6



Preschool Employment Application Form

Application Date: ____/____/____ Date Available: ____/____/____

PERSONAL INFORMATION

Full Name _____ Birthday: _____

Street Address _____

City _____ State _____

Zip _____

Email _____ Soc. Sec. # _____

Cell Phone _____ Preferred Time: Daytime ____ Evening ____

Home Phone _____

I would also be available to Substitute: ☐ Yes ☐ No

How long have you lived at the above address? _____

Additional addresses where you have resided at any time during the past two years:

Address _____

City _____ State _____ # years _____

Address _____

City _____ State _____ # years _____

Optional Information: Marital Status _____

Spouse's Name _____

Children's names and ages _____

POSITION DESIRED ☐ Full time ☐ Part time

Days and Hours Available _____

Position applying for _____

How did you learn about the position for which you are applying?



Community Involvement

List activities, leadership positions, volunteer work, etc. that you participate in on a regular basis.

Description _____ Dates _____

Description _____ Dates _____

Description _____ Dates _____

Description _____ Dates _____

Description _____ Dates _____



EDUCATION _____ College Major _____
 Minor _____

	School Name & Location of School	Dates	Attended	# of years	Graduation	Date Degree / Diploma
Graduate School						
College						
High School						
Early Education Classes						

ESSAY QUESTIONS

Please answer the following questions on a separate sheet of paper.

- Provide an explanation of your teaching philosophy.
- Why do you wish to work at Hands Up! preschool?
- Describe your strengths and special interests that might be beneficial as a Hands Up Preschool employee.
- Why would a parent want to have their student in your classroom?

185 Greenfield Drive, Jackson, Tennessee 38305 731-300-4263 director@handsupjackson.com

EMPLOYMENT (Provide accurate, complete employment record. Start with present or most recent employer)



1

Employer Name & Telephone	Dates Employed
Address	Pay Starting Last
Name of Supervisor Reason for Leaving	
State job title and describe your work	

2

Employer Name & Telephone	Dates Employed
Address	Pay Starting Last
Name of Supervisor Reason for Leaving	
State job title and describe your work	

3

Employer Name & Telephone	Dates Employed
Address	Pay Starting Last
Name of Supervisor	Reason for Leaving
State job title and describe your work	

	<p>Administration may contact the employers listed above unless indicated below.</p> <p>DO NOT CONTACT:</p> <p>1. Employer Name _____ Reason _____</p> <p>2. Employer Name _____ Reason _____</p> <p>3. Employer Name _____ Reason _____</p>
--	--



I verify that I have mailed the enclosed recommendation forms to the following references:

1. Personal Reference

Phone _____ Phone _____

2. Professional/Recent Supervisor

3. Professional Reference

I verify that I have read this application and declare that my answers are true and complete.

Date _____.

Printed Name

Signature



Confidential Personal Information

This application is to be completed by all applicants for any position (volunteer or compensated) at Hands Up Preschool. It is used to help provide a safe and secure environment for the children and youth who participate in our programs and our facilities.

PERSONAL INFORMATION

Full Name _____

Birthday: Month _____ Day _____

Street Address

City _____ State _____

Zip _____ Email _____

Soc. Sec. # _____

Cell Phone _____ Preferred Time to Call: Daytime _____ Evening _____

Have you ever been investigated for, accused, suspected, indicted, or convicted of any crime involving child abuse, child sexual abuse, attempted sexual abuse of a minor, or any other crime involving children? ☐ Yes
☐ No

If yes, please explain

As an adult, have you ever abused or molested a minor in any way, regardless of whether there was any criminal investigation or conviction

☐ Yes ☐ No

If yes, please explain

Have you ever been convicted of a D.U.I. offense ? ☐ Yes ☐ No

If yes, describe all convictions in the last five years



Has your driver's license ever been suspended or revoked ? ☐ Yes ☐ No

If yes, describe all occurrences in the last five years

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please explain in detail using a separate sheet of paper if necessary

I acknowledge that the answers to the above statements are true and complete. If necessary, I authorize Hands Up Preschool to further investigate references, work records, evaluations, education or any other matters related to my suitability for employment. Furthermore, I authorize any references or former employers to disclose to the school any and all employment records, performance reviews, letter, reports and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release Hands Up Preschool, my former employers, references and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to personally view any references given to Hands Up Preschool.

Printed Name _____ Date _____

Signature _____