



Island Christian Academy Preschool & Daycare

5373 Maxwellton Road, Langley, WA 98260

Office 360.221.0919 / Fax 360.221.1653

Website: www.islandchristianacademy.com

Email: brenda.doolittle@swag-online.org

Karen Norton, Administrator

Brenda Doolittle, Preschool Director

PRESCHOOL TEACHER / DAYCARE EMPLOYMENT APPLICATION

We appreciate your interest for employment at Island Christian Academy Preschool & Daycare. Our mission is committed to the development of a child's spiritual life in Jesus Christ, while pursuing academic excellence in a manner which honors and glorifies God, based on the only infallible Word, the Bible. We believe that **Education in Christ, is Preparation for Life.**

We look forward to receiving your application. The following checklist will assist you in your application process.

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

- Application
- Statement of Faith
- Confidential Personal Information

2. Attach the following additional items.

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

3. Submit all information to the School Office

4. 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



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PRESCHOOL TEACHER / DAYCARE EMPLOYMENT APPLICATION

Application Date: ____/____/____

Date Available: ____/____/____

PERSONAL INFORMATION

Full Name _____ Birthday: Month _____ Day _____

Street Address _____

City _____ State _____ Zip _____

Email _____ Soc. Sec. # _____

Phones: Daytime _____ Evening _____ Cell _____

Best time to call _____ 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 three years:

Address _____ City _____ State _____ # years _____

Address _____ City _____ State _____ # years _____

Marital Status _____ Spouse's Name _____

Children's Names and Ages _____

DO YOU HAVE A CURRENT:

Washington Food Service Worker permit? Yes No

HIV/AIDS training card? Yes No

Tubercular test result (Mantoux method)? Yes No

(required of all staff persons having regular contact with children per WAC 170-151-220 & WAC 170-295-110)

Multimedia standard first aid card? Yes No

Infant-Child Cardiopulmonary Resuscitation (CPR) card? Yes No

(required of all staff persons having regular contact with children per WAC 170-151-200 & WAC 170-295-1100)

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? _____



CHURCH

What church do you attend regularly? _____

Member: Yes No # of Years? _____ Denomination _____

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

Description _____ Dates _____

Description _____ Dates _____

Description _____ Dates _____

EDUCATION

College Major _____ Minor _____

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

Do you have any STARS training? Yes No If yes, how many hours? _____



EMPLOYMENT

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

1	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

2	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

3	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

Permission	Administration may contact the employers listed above unless indicated below.			
	DO NOT CONTACT:			
	1. Employer Name _____	Reason _____		
2. Employer Name _____	Reason _____			

References	1. Personal Reference _____	Phone _____
	2. Personal Reference _____	Phone _____
	3. Recent Supervisor _____	Phone _____

Signature	I verify that I have read this application and declare that my answers are true and complete.	
	Printed Name _____	Date _____
	Signature _____	

Island Christian Academy Preschool & Daycare does not unlawfully discriminate on the basis of race, color, gender, nationality, ethnic origin, marital status, age, military status, or disability in the admission of students or the hiring of employees. Island Christian Academy Preschool & Daycare is an Equal Opportunity Employer (EOE).



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Statement of Faith

Please read below our Statement of Faith and indicate your degree of support.

We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit – the Trinity, one in essence and undivided.

We believe in one God, the Father Almighty, Maker of heaven and earth, and the source of all things visible and invisible.

We believe in one Lord Jesus Christ, the Only-Begotten of God, Begotten from the Father before all time who suffered, was buried and rose on the third day according to the Scriptures.

We believe He ascended to heaven and sits at the right hand of the Father Almighty and will come again with glory to judge the living and the dead. His kingdom shall have no end.

We believe in the Holy Spirit, the Lord and Giver of Life who is worshipped and glorified together with the Father and the Son.

We believe man was created in the image of God, but fell into sin and in that sense I lost. This is true of all men and except a man be regenerated (born again) he cannot see the Kingdom of God. Man is therefore saved by Grace of God through faith in Jesus Christ.

We believe the Holy Bible to be the written, infallible Word of God and that all Scripture is inspired by God and is profitable for doctrine, correction, reproof and instruction in righteousness.

We look forward to the blessed hope of eternity with God, and to the second advent of Christ the King and to our participation in the eternal Kingdom which He willfully established at the end of this age.

I fully support Island Christian Academy Preschool & Daycare's Statement of Faith as written without reservations.

Printed Name _____ Date _____

Signature _____

I support Island Christian Academy Preschool & Daycare's Statement of Faith except for the area(s) listed and explained on a separate paper.

Printed Name _____ Date _____

Signature _____

Signature



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CONFIDENTIAL PERSONAL INFORMATION

This application is to be completed by all applicants for any position (volunteer or compensated) at Island Christian Academy Preschool & Daycare. It is used to help provide a safe and secure environment for those 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. # _____

Phones: Daytime _____ Evening _____ Cell _____

1. 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 _____

2. 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 _____

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

If yes, describe all convictions in the past five years _____

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

If yes, describe all occurrences in the past five years _____

5. Have you ever been convicted of felony? Yes No

If yes, please explain detail. Use a separate sheet of paper if necessary _____

Signature	I acknowledge that the answers to the above statements are true and complete. If necessary, I authorize Island Christian Academy Preschool & Daycare 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 Island Christian Academy Preschool & Daycare, 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 Island Christian Academy Preschool & Daycare.	
	Printed Name _____	Date _____
	Signature _____	Soc Sec # _____