

Dear Applicant,

Thank you for your interest in the Methodist Day School. The Methodist Day School recognizes our staff as one of our greatest assets. We are committed to providing equal employment opportunities for all, without regard to race, color, religion (provided they are believers in Christ), national origin, age, sex, or ability provided they meet the requirements established for the job. Prospective employees will be required to fill out an application for employment, followed by an interview with the Director and/or her representatives. Final selection of an employee shall be the responsibility of the Director.

State licensing requires criminal history background screenings, including fingerprinting, for all staff members. An independent investigation firm may also be utilized for this screening. Additionally, staff members will be required to submit State mandated documents regarding criminal history, as well as a notarized Licensing *Affidavit for Applicants for Employment with a Licensed Operation or Registered Child-Care Home* form. Drug screening may be requested. A negative TB test may be requested and staff members must meet the Texas Department of Family and Protective Services Minimum Standards and Guidelines for Staff Qualifications and Responsibilities. Employees must provide documentation of completion of high school or equivalent.

Staff members without previous experience will be required to participate in twenty-four hours of pre-service training. New staff members will need to attend an orientation meeting conducted by the director.

METHODIST DAY SCHOOL APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion (providing you are a professing Christian), disability, or national origin.

NAME _____
LAST FIRST MIDDLE MAIDEN
 SOCIAL SECURITY # _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

ARE YOU AT LEAST 18 YEARS OF AGE? _____

DAYS/HOURS AVAILABLE TO WORK _____

EDUCATION

	# OF YRS COMPLETED	DID YOU GRADUATE?	DEGREE
HIGH SCHOOL ATTENDED/LOCATION			
COLLEGE ATTENDED/LOCATION			
TRADE, BUSINESS, or CORRESPONDENCE SCHOOL ATTENDED/LOCATION			

GENERAL

SPECIAL COURSES OR TRAINING

EXPERIENCE/SKILLS RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING

LIST ANY OTHER TRAINING OR EXPERIENCE WHICH MAY BE HELPFUL IN CONSIDERING YOUR APPLICATION _____

PERSONAL REFERENCES

NAME RELATIONSHIP PHONE NUMBER YEARS KNOWN

- 1. _____
- 2. _____
- 3. _____

EMPLOYMENT HISTORY PLEASE BEGIN WITH MOST RECENT DATES

EMPLOYER _____ POSITION _____
ADDRESS _____ PHONE _____
DATE EMPLOYED _____ DATE LEFT _____
REASON FOR LEAVING _____

EMPLOYER _____ POSITION _____
ADDRESS _____ PHONE _____
DATE EMPLOYED _____ DATE LEFT _____
REASON FOR LEAVING _____

EMPLOYER _____ POSITION _____
ADDRESS _____ PHONE _____
DATE EMPLOYED _____ DATE LEFT _____
REASON FOR LEAVING _____

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire, or if hired, termination. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you. I understand that a background check will be performed for any criminal history in accordance with applicable statutes.

SIGNATURE

DATE