

LEARN, PLAY AND GROW PRESCHOOL

Staff Application



PRESCHOOL TEACHER & TEACHER ASSISTANT
APPLICATION FOR EMPLOYMENT

Learn, Play and Grow Preschool

1000 E. Route 66 Ste. C & D

Glendora, CA 91740

REQUIRED ITEMS

1. **Application**
2. **Personnel Record**
3. **Employee Rights Form**
4. **Fingerprints (Live Scan)**
5. **Criminal Record Statement**
6. **Statement to Report Child Abuse**
7. **Health Screening Report & TB Test (to be completed by a physician)**
8. **Immunization Record with proof of TDap, MMR vaccinations**
9. **Copy of Driver's License**
10. **Copy of Social Security Card**
11. **Official** College Transcripts
12. **Mandated Reporter Training Certification**
13. **CPR/First Aid Certification**

APPLICATION

Date of Application _____ Applying for ☐ Lead Teacher ☐ Teacher Assistant
☐ Full-time ☐ Part-time ☐ Substitute

PERSONAL INFORMATION

FULL LEGAL NAME _____ PREFERRED NAME _____

ADDRESS _____

EMAIL ADDRESS _____

CELL PHONE (____) _____ OTHER PHONE (____) _____

MAILING ADDRESS (IF DIFFERENT) _____

BIRTHDAY _____ (WILL BE USED FOR BIRTHDAY CELEBRATIONS IF HIRED)

HOW DID YOU HEAR OF THE POSITION FOR WHICH YOU ARE APPLYING? _____

WHEN WOULD YOU BE AVAILABLE TO START? _____

IF REQUIRED, WOULD YOU WORK ☐ ROTATING SHIFTS ☐ MORNINGS ☐ AFTERNOONS

PLEASE LIST YOUR ORDER OF TEACHING PREFERENCE (I.E. TODDLERS, 2s/3s, 3s/4s, TK)

FIRST: _____

SECOND: _____

THIRD: _____

WHERE DO YOU SEE YOURSELF IN FIVE YEARS FROM NOW? _____

PROFESSIONAL QUALIFICATIONS:

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? ____ Yes ____ No

If no, explain: _____

EDUCATION & TRAINING:

NAME OF INSTITUTION & LOCATION:	MAJOR/MINOR	GRADUATED (Y OR N) & DEGREE	CUMULATIVE G.P.A.
High School:			
College/University:			
College/University:			
Other college or university (technical, trade, vocational, graduate, etc.):			

TOTAL EARLY CHILD DEVELOPMENT UNITS: _____

TOTAL TODDLER UNITS: _____ TOTAL ADMINISTRATION UNITS: _____

TEACHING EXPERIENCE:

SEQUENTIALLY LIST **YOUR TEACHING/JOB-RELATED** EMPLOYMENT EXPERIENCE, BEGINNING WITH THE MOST RECENT.

SCHOOL NAME	CITY, STATE	AGE GROUP	DATES OF EMPLOYMENT (MONTH, YEAR – MONTH, YEAR)	SUPERVISOR NAME, PHONE NUMBER, MAY WE CONTACT THEM?

OTHER WORK EXPERIENCE:

COMPANY NAME	CITY, STATE	POSITION(S)	DATES	SUPERVISOR NAME, PHONE NUMBER. MAY WE CONTACT THEM?

REFERENCES

DO NOT LIST FAMILY MEMBERS OR RELATIVES AS REFERENCES.

GIVE TWO REFERENCES WHO ARE QUALIFIED TO SPEAK OF YOUR SPIRITUAL EXPERIENCE, CHRISTIAN SERVICE.

NAME	POSITION	PHONE	EMAIL (IF KNOWN)

GIVE TWO REFERENCES WHO ARE QUALIFIED TO SPEAK OF YOUR PROFESSIONAL TRAINING AND EXPERIENCE.

LIST YOUR CURRENT OR MOST RECENT SUPERVISOR/DIRECTOR FIRST.

NAME	POSITION	PHONE	EMAIL (IF KNOWN)

OTHER INFORMATION

YOU MAY WISH TO LIST A SIGNIFICANT EXPERIENCE, ANY INTERESTS AND/OR ACCOMPLISHMENTS GAINED WHILE WORKING AS A VOLUNTEER OR AS A HOBBYIST THAT MAY BE USEFUL IN THE POSITION YOU ARE SEEKING.

NAMES OR ORGANIZATIONS NEED NOT BE MENTIONED.

NAME OF INTEREST/HOBBY/ ACCOMPLISHMENT/SPECIAL SKILL	HOW DID THIS EXPERIENCE IMPACT YOUR CHARACTER OR DESIRE TO TEACH?	DATES

CHRISTIAN BACKGROUND

WHAT IS YOUR HOME CHURCH? _____

DENOMINATION _____ YEARS AS A MEMBER IN GOOD STANDING _____

IN WHAT CHURCH ACTIVITIES ARE YOU INVOLVED AND WITH WHAT DEGREE OF REGULARITY?

PLEASE ANSWER BELOW SUCCINCTLY IN TWO-FOUR SENTENCES EACH OF THE QUESTIONS BELOW:

A. WHY DO YOU WISH TO TEACH IN A CHRISTIAN PRESCHOOL?

B. WHAT ARE THE MAIN CHARACTERISTICS THAT DISTINGUISH A CHRISTIAN PRESCHOOL FROM A SECULAR PRESCHOOL?

C. WHAT DO YOU CONSIDER TO BE THE PROPER CLASSROOM ATMOSPHERE FOR LEARNING?

D. WHAT IS YOUR PHILOSOPHY OF DISCIPLINE? WHAT IS YOUR ATTITUDE TOWARD CORPORAL PUNISHMENT?

E. WHAT AREAS DO YOU FEEL ARE YOUR STRENGTHS? WEAKNESSES?

F. PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT YOU WOULD LIKE TO PRESENT REGARDING YOUR CANDIDACY.

IDENTIFICATION & EMERGENCY CONTACT INFORMATION
(THIS INFORMATION WILL BE DISCARDED IF APPLICANT IS NOT HIRED.)

PERSONS WHO MAY BE CALLED IN AN EMERGENCY:

PERSON 1:

NAME: _____ RELATIONSHIP TO YOU: _____

PHONE NUMBER: _____ EMAIL: _____

PERSON 2:

NAME: _____ RELATIONSHIP TO YOU: _____

PHONE NUMBER: _____ EMAIL: _____

PERSON 3:

NAME: _____ RELATIONSHIP TO YOU: _____

PHONE NUMBER: _____ EMAIL: _____

HEALTH CARE PROVIDERS:

PHYSICIAN'S NAME: _____ PHONE NUMBER: _____

ADDRESS: _____ MEDICAL PLAN & NUMBER: _____

DENTIST'S NAME: _____ PHONE NUMBER: _____

ADDRESS: _____ MEDICAL PLAN & NUMBER: _____

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

____ CALL EMERGENCY HOSPITAL

____ OTHER: EXPLAIN _____

CONSENT TO ACT ON YOUR BEHALF:

I, _____, GIVE PERMISSION TO THE DIRECTOR OF LEARN, PLAY AND GROW PRESCHOOL, VIRGINE HALLADJIAN, OR WHOEVER IS THE DESIGNATED PERSON IN CHARGE, TO TAKE ME TO THE HOSPITAL OR ER IN CASE OF AN EMERGENCY. I ALSO GIVE THEM PERMISSION TO USE MY INSURANCE CARD FOR ME IF I AM UNABLE TO DO SO MYSELF.

SIGNATURE

DATE

LEARN, PLAY AND GROW PRESCHOOL

STATEMENT OF FAITH

1. We at Learn, Play and Grow Preschool believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:23-1).
2. We believe there is only one God, eternally existent in three persons. Father, Son, and Holy Spirit (Genesis 1:1; Matthew 23:19; John 10:30).
3. We believe in the deity of Christ (John 10:33). His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone, we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
8. Learn, Play and Grow Preschool believes these precepts are basic to the Christian faith.
9. Learn, Play and Grow Preschool implements Biblical text in its curriculum, and all its teachers are required to teach Biblical-based curriculum in the manner of our statement of faith.

I, _____, AFFIRM THAT I AGREE WITH THE LPG STATEMENT OF FAITH AS SHOWN ABOVE.

___ I FULLY SUPPORT THE STATEMENT AS WRITTEN WITHOUT MENTAL RESERVATIONS.

___ I SUPPORT THE STATEMENT EXCEPT FOR THE AREA(S) LISTED AND EXPLAINED BELOW. THE EXCEPTIONS REPRESENT EITHER DISAGREEMENTS OR ITEMS FOR WHICH I HAVE NOT YET FORMED AN OPINION OR CONVICTION.

APPLICANT SIGNATURE

DATE

**STATE REQUIREMENTS FOR STAFF QUALIFICATION
TODDLERS AND PRESCHOOLS**

DIRECTOR QUALIFICATIONS

- 12 core semester units early childhood education/development
- 3 semester units in Administration or Staff Relations
- 4 years teaching experience in a supervised group Child Care Center

Alternatives

- A degree in child development, 3 units Administration and 2 years teaching experience
- BA degree in child development, 3 units Administration and 1 year teaching experience
- Child Development Site Supervisor Permit or Program Director Permit

FULLY QUALIFIED LEAD TEACHER

- 12 core semester units in early childhood education/development semester units
- 6 months experience in a licensed child care center or comparable group child care program.

Alternatives

- Teacher - 6 completed semester units of early childhood education and enrolled in at least 2 semester units at a college until fully qualified

AIDE QUALIFICATIONS

- 6 completed units of early childhood education
- 18 years old, high school graduate or enrolled in an ROP at an accredited high school

Alternatives

- 2 completed units of early childhood education each semester following initial employment and continuation in an educational program until fully qualified

By signing below, I acknowledge the above state requirements for preschool staff and I confirm that I am qualified for the position for which I am applying at Learn, Play and Grow Preschool and.

APPLICANT NAME

OF EARLY CHILD DEVELOPMENT UNITS COMPLETED/ENROLLED

APPLICANT SIGNATURE

DATE OF SIGNATURE

LEARN, PLAY AND GROW PRESCHOOL
PRESCHOOL TEACHER JOB DESCRIPTION ACKNOWLEDGMENT

The person selected for this position will be responsible for the general supervision and management of a class of children between the ages of 18 months to 5 years of age. This person must be a sensitive and mature individual who is able to relate well to both children and adults.

Duties and Responsibilities:

1. Plan, supervise, and implement a developmentally appropriate program for the class to meet the physical, emotional, social, and intellectual needs of the children in the program while keeping in mind the policies and philosophy of the school.
2. Prepare an appropriate curriculum, with the daily lesson plans in writing, to be submitted to the director for approval a week prior to implementing the lesson plan.
3. A week curriculum folder for use by a substitute teacher in the event of the teacher's absence must be on file.
4. Observe and evaluate each child and subsequently hold a parent-teacher conference twice a year at the school's scheduled conference time as designated on the calendar.
5. All bulletin boards must be changed periodically in accordance with the curriculum.
6. Consider the individual child in relationship to his/her cultural and socioeconomic background.
7. Treat each child with dignity and respect.
8. Greet each child daily with eye-to-eye contact, as well as acknowledge the child's departure.
9. Assist children with the bathroom needs and/or change diapers when needed. Additionally, must change a child's soiled clothing when necessary.
10. Have the physical ability to lift 30-40 pounds.
11. Work five days a week, (Monday through Friday), unless otherwise specified.
12. Attend all staff meetings and school functions outside the regularly scheduled working hours.
13. Attend in-service training programs, conferences, and/or related to professional growth in the field of early childhood education, orientation, and required CPR and First Aid classes.
14. Communicate with parents regarding their child/children only, including frequently using the app Brightwheel. Do not share anything about another child.
15. Administer discipline in a positive manner by redirecting the child.
16. Demonstrate positive character qualities including but not limited to: enthusiasm, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
17. Develop and maintain professional relationships with students, parents, and staff through respect.
18. Respectfully submit and remain loyal to the preschool authority; avoid gossip.
19. Dress to reflect modesty and good taste, taking into consideration the daily preschool activities.
20. Represent the preschool in a favorable and professional manner to the general public.
21. Be consistent and fair with every child.
22. Be compassionate, patient, and understanding.
23. Ensure that children are supervised at all times.
24. Build children's self-esteem with positive feedback.

- 25. Provide a safe and secure environment to make children feel comfortable.
- 26. Comfort children whenever needed.
- 27. Clearly and effectively communicate in a manner that children understand.
- 28. Establish routine and provide positive guidance.
- 29. The teacher should report to the director/supervisor on a daily basis and whenever needed.

Performance of their job will be evaluated in accordance with provisions of the school policy on evaluation of professional personnel.

APPLICANT NAME

APPLICANT SIGNATURE

DATE OF SIGNATURE

FIRST DATE OF EMPLOYMENT

LEARN, PLAY AND GROW PRESCHOOL EMPLOYMENT AT-WILL

Employment at Learn Play & Grow Preschool is at-will. This means that employment is with the mutual consent of you and the school. Consequently, both you and the school have the right to terminate the employment relationship for any reason, with or without cause, and with or without notice at any time at the option of you and the preschool.

Neither this document nor any statement or conduct by Learn, Play & Grow or its employees shall limit the right to terminate employment at-will. Other than as stated below, no employee of Learn, Play & Grow has any authority to enter into an agreement for employment other than at-will. This at-will policy may be specifically modified only by an express or implied, for employment for any specified period of time or to make an agreement for employment other than at-will. This at-will policy may be specifically modified only by an express written agreement signed by you and Learn, Play & Grow Preschool, a copy of which will be placed in your file as record of such modification.

Although the school policies and procedures may change from time to time, this basic employment at-will agreement will remain in effect throughout your employment with Learn, Play & Grow Preschool.

Signature below applies to our employment at-will.

APPLICANT NAME

APPLICANT SIGNATURE

DATE OF SIGNATURE

FIRST DATE OF EMPLOYMENT

LEARN, PLAY AND GROW PRESCHOOL
CERTIFICATION AND AGREEMENT FORM

I understand that Learn, Play and Grow Preschool is an Equal Opportunity Employer and fully subscribes to the principles of Equal Employment Opportunity. Applicants are considered for hire, promotion, and job states without regard to race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Learn, Play and Grow Preschool to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, 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 ever personally view any references given to the school.

I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant Date

Date of Certification