

Position Applying for:  
Lead Teacher \_\_\_\_\_  
Assistant Teacher \_\_\_\_\_  
Substitute Teacher \_\_\_\_\_  
Child Care Worker \_\_\_\_\_  
Administrative \_\_\_\_\_  
Volunteer \_\_\_\_\_

Hire date: \_\_\_\_\_

## Westlake Hills Presbyterian Preschool

7127 Bee Cave Road Austin, TX 78746

512.327.1315 FAX 512.306.8553

[www.whpc.org](http://www.whpc.org) email: [preschool@whpc.org](mailto:preschool@whpc.org)

## Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle Maiden*

Address: \_\_\_\_\_  
*Street City State Zip*

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Email address: \_\_\_\_\_

### **Education:**

	<u>Name of School</u>	<u>Yrs Attended</u>	<u>Diploma/Degree</u>	<u>Major</u>
High School	_____	_____	_____	_____
Undergraduate College	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Other	_____	_____	_____	_____

*\*If hired, transcripts will need to be submitted.*

### **Continuing Education:** (Workshops, Seminars, Lectures, Training, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Technical Knowledge:**

Computer Programs \_\_\_\_\_  
Social Media \_\_\_\_\_  
Web Page Experience \_\_\_\_\_

### **Teaching Experience:**

	<u>Where</u>	<u>How Long</u>	<u>Dates</u>	<u>Age Group</u>
Nursery/Preschool	_____	_____	_____	_____
Daycare	_____	_____	_____	_____
Public School	_____	_____	_____	_____
VBS/Church	_____	_____	_____	_____
Other	_____	_____	_____	_____

**EMPLOYMENT HISTORY**

Starting with your present or most recent employer, list in consecutive order all employment for at least the past three employers.

If currently employed, may we contact your employer? Yes No

Present or most recent employer \_\_\_\_\_

Dates of employment \_\_\_\_\_

Full Name of Company \_\_\_\_\_

Telephone (area code) \_\_\_\_\_

Street Address \_\_\_\_\_

City, ST, Zip \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Title of your position \_\_\_\_\_

List jobs held and duties performed \_\_\_\_\_

Skills used \_\_\_\_\_

Promotions or acknowledgments while employed here \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**EMPLOYMENT HISTORY**

Employer \_\_\_\_\_

Dates of employment \_\_\_\_\_

Full Name of Company \_\_\_\_\_

Telephone (area code) \_\_\_\_\_

Street Address \_\_\_\_\_

City, ST, Zip \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Title of your position \_\_\_\_\_

List jobs held and duties performed \_\_\_\_\_

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**EMPLOYMENT HISTORY**

Employer \_\_\_\_\_

Dates of employment \_\_\_\_\_

Full Name of Company \_\_\_\_\_

Telephone (area code) \_\_\_\_\_

Street Address \_\_\_\_\_

City, ST, Zip \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Title of your position \_\_\_\_\_

List jobs held and duties performed \_\_\_\_\_

Skills used \_\_\_\_\_

Promotions or acknowledgments while employed here \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Why would you like to participate in the Westlake Hills Presbyterian Preschool Program?**

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**Church Affiliation:** \_\_\_\_\_**References:** *(Please do not list relatives)*

1. Business \_\_\_\_\_

Name

Address

City

State

Zip Code

\_\_\_\_\_  
Phone Number

E-mail Address

2. Business \_\_\_\_\_

Name

Address

City

State

Zip Code

\_\_\_\_\_  
Phone Number

E-mail Address

**References continued:** *(Please do not list relatives)*

3. Personal \_\_\_\_\_

Name	Address	City	State	Zip Code
_____				
Phone Number		E-mail Address		

4. Personal \_\_\_\_\_

Name	Address	City	State	Zip Code
_____				
Phone Number		E-mail Address		

**Applicant's Certification and Agreement**

I understand that Westlake Hills Presbyterian Preschool (WHPP) does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, religion or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid only through the day of release.

I authorize WHPP to thoroughly investigate references, work records, evaluations, education and other matters related to my suitability for employment.

I authorize 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. I authorize personal references to disclose information necessary for employment.

In addition, I hereby release the WHPP, 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 WHPP.

I authorize WHPP to conduct a criminal records check and an FBI fingerprint check.

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*** \_\_\_\_\_

**In one paragraph, write your philosophy of Early Childhood Education:** *(please attach a separate piece of paper, if necessary.)*