



Employment Application

Leesburg Presbyterian Church Preschool (LPCP) is an equal opportunity employer. This application will not be used for limiting or excluding any qualified applicant from consideration for employment on a basis prohibited by local, state, or federal law. LPCP complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible and qualified applicant/employees to perform certain essential functions.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available to start: _____ Last four digits of Social Security No.: _____

Position Applied for: _____

How did you hear about this position? _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

What documents can you provide to prove your citizenship or legal work status? _____

Have you ever applied to or worked for LPCP before company? YES NO If yes, when? _____

Have you ever been convicted of a criminal offence (felony or misdemeanor)? YES NO

If yes, please state the nature of the crime(s), When and Where you were convicted and where the case was Disposed

Do you have friends, relatives, or acquaintances working for LPCP? YES NO If yes, please state name & relationship _____

Do you have reliable transportation to and from work? YES NO _____

Are you 18 years of age or older? YES NO If no, D.O.B. _____

Are you able to give job-required care that includes, but is not limited, to complete sight and sound supervision indoors and outdoors, stoop, bend, get up and down from the floor, sit on the floor, climb on play equipment if necessary, and run? YES NO If no, please explain: _____

Are you able to lift and carry a job-required weight of 40 lbs.? YES NO

Are you comfortable with all job-required aspects of diapering and toilet training? YES NO

Please provide below a brief description of your personality, talents, and interests. Please include why you desire to work at LPCP

Education and Training

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree Earned: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree Earned: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting salary or hourly rate :\$ _____ Ending salary or hourly rate :\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting salary or hourly rate :\$ _____ Ending salary or hourly rate :\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

What military skills do you possess that would be an asset for this position?

At-Will-Employment

If you are employed by LPCP, the relationship between you and LPCP is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or by LPCP. No representative of LPCP has authority to enter in to any agreement contrary to the forgoing “employment at will” relationship. You understand that your employment is ‘At Will’, and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____