

Hire date: _____

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

Westlake Hills Presbyterian Preschool
7127 Bee Cave Road Austin, TX 78746
512.327.1315 FAX 512.306.8553
www.whpc.org email: 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.)

Teaching Experience:

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

Work Experience:

<u>Dates of Employment</u>	<u>Employer</u>	<u>Position/Title</u>	<u>Supervisor</u>	<u>Reason for leaving</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

Special Interests or talents:

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

Other Comments _____

Church Affiliation: _____

References: (Please do not list relatives)

	<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>Phone</u>
1. Employer	_____	_____	_____	_____	_____
2. Employer	_____	_____	_____	_____	_____
3. Personal	_____	_____	_____	_____	_____
4. Personal	_____	_____	_____	_____	_____

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 will fully cooperate if a fingerprint check by the FBI is needed.

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.)*