

**Melwood Child Development Center
6906 Woodyard Road
Upper Marlboro, Maryland 20772
Office 301-599-6704 Fax 301-599-6730
Email pastorjanet@melwoodnaz.com**

APPLICATION FOR EMPLOYMENT

Position Desired _____ **Full Time** ___ **Part Time** ___

Application Date _____ **Date Available** _____

PERSONAL INFORMATION

Full Name: _____

Address: _____

Home Telephone: _____ **AlternatePhone** _____

Date of Birth _____ **Marital Status** _____

CHRISTIAN BACKGROUND

Denominational Preference: _____

Name of Current Church _____

Church Address _____

Name of Pastor: _____ **Telephone** _____

Give a clear concise statement of your relationship with Jesus Christ.

In what church activities are you involved, and with what degree of regularity?

What other Christian service programs have you been involved in since becoming a Christian?

What is your attitude toward working with those of other races and denominational beliefs?

EDUCATIONAL BACKGROUND

Name and Address of High School: _____

Names and Addresses of Colleges/Universities:

Area/s of Study: _____ **Degree/s earned** _____
Area/s of Study: _____ **Degree/s earned** _____

Additional Education:

Have you had courses giving specific training in early childhood Education, elementary education, or Christian Education? Yes _____ No _____

If yes, please give name of educational institution and specific name/s of courses taken:

Have you had any contact with a Christian School? Yes _____ No _____

If yes, please explain, giving name, address and relationship to the school.

Do you have a teaching certificate? _____ What Kind? _____
In what State? _____ Remains valid for _____ years.

Describe the role of a teacher.

What is your philosophy of discipline?

What areas of you feel are you strengths? Weaknesses?

**Do you think that you could work happily with adults and children under most circumstances?
Yes_____ No_____**

How do you believe you work under pressure (both physical and mental)?

Would you say that you are neat and orderly in you working habits?

Please share your personal attitude as a Christian toward liquor, tobacco, and matters of recreation and entertainment.

PERSONAL INTERESTS

List memberships, offices and honors obtained in:

High School_____

College_____

Currently _____

What are your hobbies and personal interests?

SPIRITUAL REFERENCES

Name, address and phone

List 2 spiritual leaders *other than your Pastor* who have known you for at least 1 year.

PROFESSIONAL REFERENCE

Employment History (most recent first)

Position _____ **Dates** _____
Duties _____
Employer _____
Address _____
Supervisor _____

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Employer _____
Address _____
Supervisor _____

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Duties _____
Employer _____
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All references will be contacted. Also, submit at least one letter of reference from a spiritual leader and one from a prior employer.

ADDITIONAL FORMS REQUIRED:

____ **Individual Personnel Information**

http://www.msde.maryland.gov/MSDE/divisions/child_care/licensing_branch/docs/forms/OCC1205-IndividualPersonnelInformation-CTR_092015.pdf

____ **Pre-Employment Medical Form**

<http://www.msde.maryland.gov/NR/rdonlyres/B0050A99-6B3C-4396-A996-CC9405971A42/17070/1204ALLJun08.pdf>

____ **Release of Information**

http://www.msde.maryland.gov/MSDE/divisions/child_care/licensing_branch/docs/1260ReleaseInfoAll_jun2014.pdf

Also required for hire:

- ____ **Copy of Driver's License or Birth Certificate**
- ____ **Copy of High School Diploma/equivalency or transcript**
- ____ **Copy of College Transcripts**
- ____ **Copy of all educational/teaching certificates that have been earned**
- ____ **FBI and MD State Fingerprint Cards for criminal background check**