



GENERAL EMPLOYMENT APPLICATION
Heights Preschool Early Learning Center

Heights Preschool considers all applications without regard to an applicant's race, color, creed, religion, age, gender, national origin, pregnancy, veteran status and/or disability or other legally protected class.

NAME: _____ DATE: _____
 ADDRESS: _____ E-MAIL: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 HOME PHONE: _____ CELL PHONE: _____
 DOB: _____ Social Security: _____

POSITION DESIRED: _____
 DATE AVAILABLE TO START: _____

Please list your prior work experience in Heights Preschool or field related to position sought starting with your most recent place of employment. Please include up to three.

EMPLOYER NAME:		GENERAL JOB RESPONSIBILITIES
ADDRESS:		
TELEPHONE NUMBER:		
POSITION HELD:	LENGTH OF EMPLOYMENT:	
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER: Yes/No		

EMPLOYER NAME:		GENERAL JOB RESPONSIBILITIES
ADDRESS:		
TELEPHONE NUMBER:		
POSITION HELD:	LENGTH OF EMPLOYMENT:	
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER: Yes/No		



EMPLOYER NAME:		GENERAL JOB RESPONSIBILITIES
ADDRESS:		
TELEPHONE NUMBER:		
POSITION HELD:	LENGTH OF EMPLOYMENT:	
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER: Yes/No		

EDUCATION:

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	NO. YEARS ATTENDED	DEGREE/ DIPLOMA
HIGH SCHOOL				
PROFESSIONAL CERTIFICATE				
UNDERGRADUATE COLLEGE/UNIVERSITY				
GRADUATE/ PROFESSIONAL DEGREE				
OTHER				

You must attach to this application a copy of the Diploma/Certificate from your highest level of education achieved. Please also attach official copies of your undergraduate and/or graduate transcripts if applicable.

Please list any additional Educational/Specialized Training you have received related to the job for which you are applying:

Please answer the following questions with yes or no:

1. Are you at least 18 years of age? _____ Can you provide proof of your age if required? _____
2. Are you a U.S. citizen or have appropriate documentation to show you are eligible to work in the U.S.? _____
(Proof of citizenship or immigration status will be required upon employment)
3. Are you available to work any time as scheduled between the hours of 8:00 a.m. and 5:00 p.m.? _____
If No, please indicate the times you are available to work. _____



3. To your knowledge, are you related to any child currently enrolled in this program? _____

If yes, please list child's name and your relationship: _____

4. To your knowledge are you related to anyone currently serving on the Board of Directors for this agency? _____

If yes, please list the Board Members name and your relationship: _____

5. Have you ever been convicted of or have an indicated report of any crime against a child? _____

6. Have you ever been convicted of any crime or have pending criminal actions against you? _____

If yes, please explain: _____

Tell us more about yourself:

1. Why have you chosen to work in Early Childhood Education?

2. What do you hope this school experience is like with your director, the other teachers, and your students?



3. When you walk past a classroom you notice a respected veteran teacher handling a child roughly, pulling the child's arm and sitting the child harshly into a seat, and speaking with an inappropriate tone and attitude. You are the only witness to this incident, what would you do?

4. A child in your classroom has been bitten. The mother of the child is furious and demands to know who bit her child and even goes as far as to threaten legal action if the identity of the child who bit her child is not disclosed immediately. How would you interact with this parent?

5. In your words, describe the different ways children express themselves and why they sometimes resort to physical contact to get their point across.



6. Explain your depth of knowledge of the Texas State Licensing regulations regarding teacher/child ratio and briefly describe what you are accountable for within the classroom?

7. You have a parent that demands that their 3 year old write their name. What would you tell this parent regarding what is developmentally appropriate for a three year old?

8. SCENARIO: You are an opener. A situation arises that requires your presence somewhere else and it will interfere with your ability to be at work on time. You know you are supposed to start work at 0645 (or 6:45am) in the morning. Please describe your thought process on what do you do?



9. What is your greatest weakness as a teacher and as an individual?

10. What do you do when a parent comes to pick up a child from school and you can tell something is not right with the parent? They are slurring their words, they do not look fully present, and the child is happy to leave with them?

11. Nap-time is over and you start getting the children ready for their diaper change. You have a child on the changing table and 3 sitting on the floor waiting to get changed. A parent walks in with a concern about her child and wants to conference with you immediately. What would you do?



12. Its recess time! You are the only teacher in the 2's class and you have 5 kids total. The children are playing and having a great time. One child comes up and asks to go to the potty. What would you do?

PERSONAL/PROFESSIONAL REFERENCES: Do not include family or ministers.

NAME	PHONE NUMBER	RELATIONSHIP TO YOU	PROFESSION

APPLICANT'S STATEMENT:

I certify that the answers and information given herein are true, correct and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination regardless of when the information is discovered to be false or misleading.

Printed Name _____

Date _____

Signature _____

Thank you for your interest in being employed with Heights Preschool. Upon review of completed applications a representative eight Preschool will schedule interviews with applicants who meet the initial requirements, as evidenced by the information provided herein.

Heights Preschool is an "AT-WILL" employer. The "AT-WILL" employment relationship affords the employee the right to resign for any reason. Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice. The "AT-WILL" employment relationship may not be altered by any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by an authorized executive of Heights Preschool.

OFFICE USE ONLY:

Received by: _____ Date: _____

Interview Scheduled: Date: _____ Time: _____ Location: _____