



Application for Employment

Please complete this application in its entirety, following directions carefully for each section.

You must be willing and able to complete all components of our interview process to be considered for employment. The interview process at OCH is comprised of the following:

- 1. Complete the application packet.**
- 2. Interview with the Center's Director and/or Assistant Director.**
- 3. Schedule and attend a 3 hour "Observation/Play" session.**
- 4. Schedule and attend a 3 hour "Shadowing" session with a Lead Teacher.**
- 5. Conduct an age-appropriate lesson with our children (one age grouping--to be defined during the interview process). A Lead Teacher and/or the Center Director will be present for this lesson to evaluate your performance and interaction with our children.**
- 6. Once all of these requirements are met, the Director will make a final determination on the employment status.**

All required components above are UNPAID. These are conducted as a part of the interview requirements.

We appreciate your employment interest in Our Children's House. We look forward to working with you and thank you for your time.

Name _____

Date of Interview _____



Application for Employment

Please type or print all information requested on this form. Do not leave spaces blank. Where appropriate, type or print "none" or "not applicable." Return this application to: **Director, Our Children's House, 1105 Magnolia Street, Greensboro, NC 27401.**

PERSONAL INFORMATION:

Name _____

Last	First	Middle	Nickname
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Address _____

Street	Apt./Suite
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City	State	Zip
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Telephone _____ Best time to reach you _____

Social Security Number _____

N.C. Driver's License Number _____

EDUCATION:

High School _____ Year Graduated _____

Post-Secondary Education (name and address of all schools attended, degree(s), and year awarded)

Other Special Training or Certification (including Red Cross, CPR, etc.)

Name _____

Date of Interview _____

EMPLOYMENT HISTORY:

Please provide information about your last three employers (most recent first):

1. _____

Company Name	Address	Telephone
Name of Immediate Supervisor	Dates of Employment	Salary
Reason for Leaving		

2. _____

Company Name	Address	Telephone
Name of Immediate Supervisor	Dates of Employment	Salary
Reason for Leaving		

3. _____

Company Name	Address	Telephone
Name of Immediate Supervisor	Dates of Employment	Salary
Reason for Leaving		

OTHER EXPERIENCE:

Please describe any other relevant experience you have had, whether paid or volunteer, that you believe is relevant to the position for which you have applied.

SPECIAL TALENTS:

Describe any special skills you have, including, bookkeeping, typing, clerical, or other office skills; computer skills, experience with a particular software program, foreign languages, musical ability, ability to juggle, etc.

REFERENCES:

Please provide the names, addresses, and telephone numbers for three refereneecs, not including relatives or persons listed under Employment History.

1. _____
Name Address Telephone

Relationship to self

2. _____
Name Address Telephone

Relationship to self

3. _____
Name Address Telephone

Relationship to self

APPROACH TO TEACHING CHILDREN:

Please describe your approach to teaching children and describe the qualities or strengths that you believe you bring to this task.

Name _____

Date of Interview _____

Please describe the qualities or strengths that you believe are important in working as part of a staff of eight to ten full and part-time teachers.

Please describe your approach toward discipline with children ages one through five.

If considered for our interview process, would you be willing to prepare a group time lesson plan to lead children through a lesson on a topic of our choosing?

Name _____

Date of Interview _____

ADDITIONAL INFORMATION:

Have you had any motor vehicle accidents or moving traffic violations in the past three years?

Yes

No

Have you been arrested, convicted, or plead guilty to any violations of criminal laws?

Yes

No

If yes, please list any such violations, giving the name of the County and State where such charges were brought.

Please provide any additional information about yourself that you believe would be helpful in reviewing your application.

Name _____

Date of Interview _____

CERTIFICATION AND AUTHORIZATION TO RELEASE EMPLOYMENT INFORMATION

I certify that the foregoing information is true and correct, and I authorize Our Children’s House to inquire with any or all persons, including former employers, concerning my record. I specifically authorize former employers to release any and all information concerning my employment history to Our Children’s House.

Check one:

_____ You may contact my current employer.

_____ Please do **not** contact my current employer.

Dated: _____

Signature of Applicant _____

