

The Ark Daycare & Preschool Ministry
A Ministry of Middletown Church of the Nazarene
698 North 5th Street, Middletown, IN 47356
(765) 354-4976

Application for Employment

Your interest in The Ark Daycare & Preschool is appreciated. You are welcome to fill out the following and return it to the church office.

We recognize that a successful Christian Preschool/Childcare requires a dedicated faculty and staff who love the Lord. We are grateful for those who have accepted Christ as their personal Savior and who are well qualified, who love young children, and who by the pattern of their lives, are followers of Christ.

Thank you for the time put forth to complete this application. It will be considered active and kept on file for one school year unless you request it remain for a longer period. No qualified applicant will be discriminated against because of race, sex, color, national origin, age, or handicap.

Date: _____ **Application for:** ___ Teaching ___ Staff ___ Seasonal ___ Substitute

Name: _____ Soc. Sec. #: _____ - _____ - _____
Last First MI

Present Address: _____
Street City State Zipcode

How long at this address? _____ Phone: _____ Cell Phone: _____

Previous Address: _____ How long: _____

___ Male ___ Female Are you a citizen of the United States? ___ Yes ___ No

Marital Status: ___ Single ___ Married ___ Divorced ___ Separated ___ Widowed

How many dependents do you have (including yourself)? _____

Any children/dependents needing daycare/preschool (list name and age)? _____

Specific Position applying for (in order of preference)

1. _____ Rate of pay expected \$ _____ per _____

2. _____ Rate of pay expected \$ _____ per _____

___ Full-time ___ Part-time Days & hours required if part-time: _____

List any friends/relatives working for The Ark/MCON: _____

If hired, on what date would you be able to begin work? _____

What training, skills, experiences, or other qualifications do you possess that you feel qualifies you for the position requested?

Do you hold a valid teaching certificate? ____ Yes ____ No If so, what state? _____

Do you hold a valid Child Development Associate (CDA) certificate? ____ Yes ____ No

Do you have any physical handicaps/concerns which would prevent you from performing specific kinds of work? ____ Yes ____ No

If yes, please describe and explain work limitations: _____

Condition of health: ____ Excellent ____ Good ____ Fair ____ Poor

How many days were you absent from work due to personal illness? ____ Past year ____ 2 years ago

Have you had a serious illness in the past five years? ____ Yes ____ No

Have you ever received compensation for injuries? ____ Yes ____ No

If yes to above, please describe: _____

Emergency Contact: _____ Relationship to you: _____

Phone: _____ Cell Phone: _____

Address: _____
Street City State Zipcode

EDUCATIONAL BACKGROUND

Type of School	Name/Address	Year Graduated	Degree	Major
Elementary				

High School

College/University

Post Graduate

CDA

Total number of college credit hours earned if diploma has not been earned: _____

WORK HISTORY (List in order, most recent employer first):

Dates From – To	Employer's Name/Address/Phone	Rate of Pay	Supervisor's Name & Title	Reason for Leaving
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May we contact the employers listed above? _____ If not, which one(s) do you not wish us to contact? _____

REFERENCES (Please include your current pastor)

Type	Name	Organization	Address	Phone	Years Known
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PLEASE COMPLETE THE FOLLOWING

Summarize your personal Christian testimony. Explain who Jesus is to you personally.

Church affiliation: _____

Church Name

Address

Senior Pastor

I attend: _____ Weekly _____ Monthly _____ Rarely _____ Never

I am involved in the church in the following activities: _____

ADDITIONAL INFORMATION

- **Why do you wish for a position with The Ark Preschool & Daycare Ministry?**

- **Explain your philosophy and practice regarding student/child discipline and the management of a classroom.**

- **Explain your belief and practice in meeting the needs of children.**

- **Do you feel comfortable teaching Bible lessons, stories, songs, and activities?**

MISSION STATEMENT

Based upon a Biblical standard of belief, conduct, and fellowship, The Ark Preschool & Daycare Ministry is committed to providing quality childcare, quality education, and an opportunity for children to meet Jesus. Through safe, caring, cooperative, and challenging environments, The Ark actively aspires to help each child grow in a personal relationship with Jesus Christ, to learn the life skills necessary to experience success, and to serve God and others with Christian character and academic excellence.

STATEMENT OF FAITH

(The Ark is a ministry of the Middletown Church of the Nazarene)

We believe...

- In one God – the Father, Son, and Holy Spirit – who created Man by a direct, intentional, and personal act. (Genesis 1:1,27; Matthew 28:18; John 10:30)
- That the Old and New Testament Scripture, divinely inspired, contain all truth necessary to faith and Christian living. (II Timothy 3:16; 1 Peter 1:21)
- That Man is born with a fallen nature, and is need of spiritual regeneration, without which he is eternally lost. (John 3:15-17; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)
- That Jesus Christ, eternally one with the Father, became incarnate by the Holy Spirit (John 10:33, 5:11) and was born of the Virgin Mary (Isaiah 7:14; Luke 1:35; 1 Corinthians 15:3), died for our sins, arose from the dead (1 Corinthians 15:4; John 11:25), ascended into Heaven, and shall return again to the world. (Acts 1:11; Revelation 16:15, 21:6)
- That all who repent and believe in the Lord Jesus Christ are saved from the dominion of sin, and that believers may be sanctified wholly subsequent to regeneration by the baptism of the Holy Spirit. (John 3:16; 1 John 1:9; Romans 3:23-34; 1 Thessalonians 5:23; Hebrews 2:11)
- That the Church of God is composed of all spiritually regenerated persons called to a life of religious works, witnessing to God’s saving grace in the power of the Holy Spirit. (1 Peter 1:16; Acts 1:8; Matthew 28:18-20)

APPLICANT’S CERTIFICATION AND AGREEMENT & DECLARATION OF ETHICAL AND MORAL INTEGRITY

I hereby certify that the facts I have set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history.

As an applicant for employment at The Ark Daycare & Preschool Ministry, I (*print full name*) _____, will support the Mission Statement and Statement of Faith and recognize, understand, and agree to live by the moral and ethical standards of the preschool/daycare ministry. I further declare that with regard to my personal moral and ethical character and conduct. I am not, nor have been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations towards such conduct. Inappropriate conduct includes the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture in the Holy Bible of the Christian faith, the *Manual of the Church of the Nazarene*, and those stated in the laws of Indiana. I have also read the Middletown Church of the Nazarene Family Ministries’ Leader Covenant and agree to abide by such standards. I do declare that I meet the moral and ethical standards of The Ark Daycare & Preschool Ministry and Middletown Church of the Nazarene.

Signature of Applicant

Date

Printed Name of Applicant

SUPPORTING MATERIALS (as applicable to the position(s) for which you are applying)

Please furnish a current personal resume, transcripts (unofficial photocopy is acceptable at this time), professional and/or vocational certificate copy(ies), and any letters of reference/recommendation, etc. you may wish to share. May God bless you as you seek His will for your service to Him.

OFFICE USE ONLY

Date Application was Received: _____

Interview (If Applicable):

Date _____ **Time** _____ **Those Present** _____

Comments: _____

Position: _____ **Start Rate:** _____ **Starting Date:** _____

Authorized By: _____ **Title:** _____

Date: _____