

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 _____ Do you have your NC-DCDEE qualifying letter?

N.C. Driver's License Number _____

Yes No

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.)

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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.

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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?

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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.

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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 _____

