

**Preschool/Daycare Director Application**

Your interest in being a part of the preschool/daycare ministry at Lebanon Presbyterian Church (LPC) is appreciated. We invite you to fill out this initial application and return it via email or deliver it to the church office. In reviewing your application, we will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian preschool is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our preschool/daycare. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

**A. Applicant's Name and Address** *(please print legibly)*

Full name: \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present address: \_\_\_\_\_  
\_\_\_\_\_

Length of time at this address? \_\_\_\_\_

Permanent address if different than present address:  
\_\_\_\_\_  
\_\_\_\_\_

Mobile phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Best time to call you? \_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you learn about the position? \_\_\_\_\_

Can you submit verification of your legal right to work in the US? Yes \_\_\_ No \_\_\_

**B. Christian Background**

**On separate paper, briefly give your Christian testimony.**

The LPC website (<https://lebanonpresbyterian.org/>) provides important information about our church and the preschool/daycare ministry. Concerning our beliefs, please carefully read: 1) The Essentials; 2) Position Papers; and 3) Sexuality Statement. These are linked below for your convenience.

1. <https://lebanonpresbyterian.org/dev/wp-content/uploads/2020/11/TheEssentials.pdf>
2. <https://lebanonpresbyterian.org/dev/wp-content/uploads/2020/11/EPC-Position-Papers.pdf>
3. <https://lebanonpresbyterian.org/dev/wp-content/uploads/2020/11/Sexuality-Statement-Oct14.pdf>

Please indicate your degree of support of these three belief statements:

\_\_\_ I fully support these statements as written without mental reservations.

\_\_\_ I support these statements except for the area(s) listed and explained on a separate page. Exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Are there any additional doctrines or convictions not a part of these statements that we should be aware of? Yes \_\_\_ No \_\_\_ If yes, please explain on a separate page.

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct?

Yes \_\_\_ No \_\_\_ If no, please explain your beliefs about the Bible on a separate page.

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

### **C. Professional Qualifications**

**Should you be offered a position, official copies of your transcripts and/or graduation validation will be sought from appropriate institutions for inclusion in your personnel file.**

What degree or degrees do you hold?

| Degree | Issuing Institution |
|--------|---------------------|
| _____  | _____               |
| _____  | _____               |

Your Major(s): \_\_\_\_\_

Your Minor(s): \_\_\_\_\_

Have you completed college course work, but not received a degree? \_\_\_ Yes/No

If yes, please summarize which college, credit hours and areas of study successfully completed:

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Do you have a state Teaching or Administrator's Certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Endorsement(s)

List credit hours in endorsement area(s)

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(Please attach photocopies of any certificates held.)

Have you ever had any kind of certification or professional credential suspended or revoked? \_\_\_  
Yes \_\_\_ No If yes, please explain.

Describe your familiarity and experience with the preschool/daycare certification requirements of the Ohio Department of Jobs and Family Services (ODJFS):

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Have you completed other courses giving specific administrative training for preschools/ daycares? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give details.

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#### **D. Personal Philosophy**

On separate paper please describe your viewpoints on these questions, providing one paragraph for each question.

- A. Why do you wish to be the Director of LPC Preschool/Daycare?
- B. What are the distinguishing characteristics of a Christian preschool/daycare?
- C. How would you describe your leadership style?
- D. Describe your personal philosophy of education and administration, including how you would implement it in our preschool.
- E. (optional) Please summarize any additional information that you would like to present regarding your candidacy for this position.

#### **E. Employment References and History**

Please start with your current or most recent employer and work backwards for the past ten years. Our vetting process includes contacting your previous employers; may we also contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

1. Position \_\_\_\_\_

Dates of Employment (month/year): Started: \_\_\_\_\_ Stopped: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Position \_\_\_\_\_

Dates of Employment (month/year): Started: \_\_\_\_\_ Stopped: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Position \_\_\_\_\_

Dates of Employment (month/year): Started: \_\_\_\_\_ Stopped: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Please account for all periods of unemployment if there are gaps in the timeline in list of employers above. Where were you, and what were you doing if you weren't employed?

From Mo./Yr.    To Mo./Yr.    State what you were doing

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed (e.g., maiden name, etc.)? If so, what was the name or names?

\_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other educational institution? Yes \_\_\_ No \_\_\_

#### **F. Personal References**

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

Give three references who are qualified to speak of your character and Christian service. **List your current pastor first.**

| Name/Complete Address | Phone | Position |
|-----------------------|-------|----------|
| 1. _____<br>_____     |       |          |
| 2. _____<br>_____     |       |          |
| 3. _____<br>_____     |       |          |

**G. Professional References**

Give three references who are qualified to speak of your professional training and work experience. **List your current or most recent principal or supervisor first.**

| Name/Complete Address | Phone | Position |
|-----------------------|-------|----------|
| 1. _____<br>_____     |       |          |
| 2. _____<br>_____     |       |          |
| 3. _____<br>_____     |       |          |

**H. Applicant's Certification and Agreement**

I understand that employment at LPC Preschool/Daycare is open to qualified individuals who are Christians of good character, without regard or reference to race, sex(gender), national or ethnic origin, color, age, or disability. LPC Preschool/Daycare is a religious educational ministry, permitted to discriminate based on religion. All prospective and current employees must agree with LPC's mission statement (see website) and must be willing to conduct their lives with ethical and moral integrity in conformity with LPC's belief statements (presented in Paragraph B above).

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize LPC Preschool/Daycare to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my life experience and work record. I also authorize the LPC Preschool/Daycare to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize the references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by state authorities and the FBI. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize LPC Preschool/Daycare to conduct a criminal records check. I understand and agree that any offer of employment that I may receive is conditional until LPC Preschool/Daycare has received the background information, including criminal background information. LPC Preschool/Daycare may refuse employment or terminate conditional employment if they deem any background information unfavorable or that it could reflect adversely on LPC Preschool/Daycare or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at LPC Preschool/Daycare.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

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Signature of Applicant

Date