

# Application for Employment



## ST. ANDREW PRESCHOOL

5801 West Plano Parkway  
Plano, Texas 75093  
972-380-5323  
fax 214-291-8089  
[www.standrewmethodist.org/SAPreschool](http://www.standrewmethodist.org/SAPreschool)

St. Andrew Preschool provides equal opportunities to all and does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, disability, ancestry status or national origin in its educational programs or activities, including employment and admissions.

At the same time, we cherish the right and duty to seek and retain personnel and families who will make a positive contribution to its religious character, goals, and mission in order to enhance the St. Andrew Methodist Church and its preschool.

# St. Andrew Preschool

## Our Mission

The purpose is to provide a developmentally appropriate program that addresses the cognitive, physical, emotional, social and spiritual needs of each child in a safe and nurturing environment.

## Program Philosophy

We believe that students deserve an early learning experience that is individualized and presented in a healthy environment that welcomes exploration, imagination and spiritual growth. Activities are planned and directed by caring adults who are chosen for their teaching skills and their commitment to Christian education.

## NAEYC Accreditation

St. Andrew Preschool practices accreditation self-study through the NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC).

St. Andrew Preschool commits to:

- A comprehensive process of internal self-study
- External professional reviews to verify compliance with the Academy's
- Criteria for High Quality Early Childhood Programs

NAEYC's standards and criterion helps programs self-monitor and validates that high-quality early childhood programming is being provided in a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young students

## Our Teachers

St. Andrew Preschool staff and teachers invest a substantial amount of time and energy in our students and their families. Positive early childhood experiences have an enormous impact on children's attitude towards learning. Early childhood programs with NAEYC accreditation benefit children with greater readiness for the success in school.

## About Us

At St. Andrew Preschool, we are dedicated to developing children academically and socially in a safe and nurturing environment filled with God's love. Our program consistently delivers on standards of excellence; students are taught individually in age-appropriate programs and set on course to achieve any academic goal. It is a place where children love to go-experiencing orchestrated balances of play and learning in fun, interactive ways. IT has an unmistakable family atmosphere, providing a caring environment where children can grow in Christ through worship, serving, loving, learning, and inviting. Our children receive an early learning experience that is individualized and welcomes exploration, imagination, and spiritual growth. At St. Andrew Preschool, our mission has always been to joyfully plant academic, social, and spiritual seeds that will last a lifetime.

## History

The conception of the preschool began with a vision of the St. Andrew church staff and members. The vision established for the preschool was for the program to be a ministry, not only to church members but also for the community; to work with the church and establish the church name within the community; and to provide a first-time church experience for some children.

We opened our doors in September of 1991 with an enrollment of 73 children in seven classes and a staff of seven.

*St. Andrew Preschool is an equal opportunity employer.*

**St. Andrew Preschool**  
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Your interest in St. Andrew Preschool is appreciated. We invite you to fill out this application and return it to the administration office. If an opening occurs in which it appears you may qualify, your application will be thoroughly reviewed. We may also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We look forward to receiving your application. Thank you for your interest in the ministry of our weekday program.

**Application Date** \_\_\_\_\_

**I. Personal Information:**

Full Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Based on the job description, is there anything that would prevent you from being able to do the job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Position:**

For what position are you applying? \_\_\_\_\_

Why would you like to be a part of the preschool staff? \_\_\_\_\_

What do you feel most qualifies you for this position? \_\_\_\_\_

When could you begin work? \_\_\_\_\_ Desired Salary \_\_\_\_\_

**III. Professional Qualification /Education:**

Highest level of schooling \_\_\_\_\_

High School \_\_\_\_\_ Graduate: Yes \_\_\_\_\_ No \_\_\_\_\_

College/University \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Years Completed \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_

Date of Graduation: Month \_\_\_\_\_ Year \_\_\_\_\_

Was your major in any way related to Early Childhood Education? Yes \_\_\_\_\_ No \_\_\_\_\_

Certification Title \_\_\_\_\_ Other training \_\_\_\_\_

Please list any professional organizations to which you belong \_\_\_\_\_

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#### IV. Continuing Education

Are you certified in Children's CPR and First Aid training? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to take First Aid with Rescue Breathing and CPR for Infants and Children?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you have not completed your degree would you be willing to make a plan to complete the hours lacking? Yes \_\_\_\_\_ No \_\_\_\_\_

#### V. Employment History

Please start with your current or most recent employer.

	Name of Employer	Date	Position	Reason for leaving
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

#### VI. Experience with Children

Years of teaching experience \_\_\_\_\_

Have you ever worked in a program that was Licensed by Texas Department of Protective and Regulatory Services? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, name of program: \_\_\_\_\_

What age groups have you worked with? \_\_\_\_\_

Experience working in Day Care Center, Preschool, or non-licensed child care facility?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, name of program: \_\_\_\_\_

Special study or volunteer experience you have that directly relates to working with young children. (Sunday school, Scout Leader, etc.)

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What is your philosophy for child development? \_\_\_\_\_

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**VII. References:** List below 1 professional reference and 1 personal reference that are not related to you, whom you have known at least one year.

	Name	Email Address	Phone
1.	_____	_____	_____
2.	_____	_____	_____

**Authorization**

I authorize investigation on all statements contained in this application. I have never been convicted of a crime or felony, including a deferred adjudication. I understand that misrepresentation of information requested is cause for dismissal.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\* Please note that we administer a Criminal Background check on ALL applicants. \*\***

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