

# Sherman County Preschool

Moro, Oregon

## EMPLOYMENT APPLICATION

The Board of Directors are pleased you are interested in employment with Sherman County Preschool. Our mission is to offer preschool education in a kind, nurturing, safe environment for 3-5 year old children utilizing evidence based instruction.

It is the policy of Sherman County Preschool to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

Please complete the entire application. A resume may be attached to the application. Return completed application to Sherman County Preschool, PO Box 66, Moro, Oregon or emailed to shermanpreschoolboard@gmail.com

### 1. Applicant Information:

Applicant Full Name: \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email address: \_\_\_\_\_.

### 2. Emergency Contact: Who should be contacted if you are involved in an emergency?

Contact Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

### 3. Job Position Applied For:

5. Have you applied to Sherman Preschool previously? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when? \_\_\_\_\_ What position? \_\_\_\_\_.

6. Are you at least 18 years old? \_\_\_\_\_ Yes \_\_\_\_\_ No

7. If applicable, are you available to work overtime? \_\_\_\_\_ Yes \_\_\_\_\_ No

8. If you are offered employment, when would you be available to begin work?

\_\_\_\_\_

9. If hired, are you able to submit proof that you are legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

10. Have you ever been convicted of a felony or a misdemeanor?

\_\_\_\_ Yes, I was convicted of \_\_\_\_\_ on \_\_\_\_\_ (date) in \_\_\_\_\_ (city) \_\_\_\_\_ (state)  
 \_\_\_\_ No

11. All adults working with children in the State of Oregon are required to have a background check. If you were to be offered employment do we have your permission to perform a background check?

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

**12. Applicant's Skills**

List any skills that may be useful for the job you are seeking. Enter the number of years of experience; circle the number which corresponds to your ability in each particular skill. (One represents poor ability, while five represents exceptional ability.)

| Skill | Years of Experience | Ability   |
|-------|---------------------|-----------|
| _____ | _____               | 1 2 3 4 5 |
| _____ | _____               | 1 2 3 4 5 |
| _____ | _____               | 1 2 3 4 5 |
| _____ | _____               | 1 2 3 4 5 |

**13. Applicant Employment History**

List your current or most recent employer first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

| Employer Name & Address | Job Duties | Dates of Employment | Reason for Leaving |
|-------------------------|------------|---------------------|--------------------|
|                         |            |                     |                    |
|                         |            |                     |                    |
|                         |            |                     |                    |
|                         |            |                     |                    |

**14. Applicant Education and Training**

|   |                  |                      |               |
|---|------------------|----------------------|---------------|
| College/University<br>Name and Address              | Date<br>Attended | Degree<br>Obtained   | Area of Study |
| College/University<br>Name and Address              | Date<br>Attended | Degree<br>Obtained   | Area of Study |
| High School /GED<br>Name and Address                | Date<br>Attended | Degree<br>Obtained   | Area of Study |
| Other Training (graduate, technical,<br>vocational) | Date             |                      | Area of Study |
| List Licenses or certifications:                    | Date             | Currently<br>active? | Area of Study |
| Additional Education                                |                  |                      | Area of Study |

**15. References**

List any two non-relatives who would be willing to provide reference for you.

| Name | Address, Telephone | Relationship to Applicant |
|------|--------------------|---------------------------|
|      |                    |                           |
|      |                    |                           |

**16. Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer.**

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**CERTIFICATION**

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if any employment commences immediate termination.

I authorize Sherman County Preschool to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education. I authorize Sherman County Preschool to conduct a background check.

I certify that I have read and understand the mission of the Sherman preschool and personally commit to upholding the mission and values of this organization.

**I HAVE CAREFULLY READ THE ABOVE CERTIFICATIONS AND I UNDERSTAND AND AGREE TO ITS TERMS.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE