



95-1100 Kaapeha Street, Mililani, HI 96789 ❖ (808) 638-1938 ❖ preschool@MCCHawaii.org

EMPLOYMENT APPLICATION

Please fill out as completely as possible. Once completed and signed, you may submit your application by email, mail or drop off during our office hours. You may also submit your resume; supporting documentations; and/or reference letters along with this application. **Interviews are by appointment only.** If there are no current openings for employment, your application will be kept on file for up to one year from date. Please feel free to contact us at any time should you have any questions regarding employment. Thank you.

Name: _____
Last First Middle

Position you are applying for *(please check all that may apply):*

- Teacher Assistant Teacher Teacher's Aide Clerical Custodial
- Substitute Volunteer Other: _____

Interested in: Full Time Part Time Other: _____

Available days / hours: M T W Th F _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email Address _____

EDUCATION / EXPERIENCES

High School _____ Date Completed _____

Address _____

College/University *(please provide transcript(s). Copies OK.)*

Degree(s)	Date Received	Issuing Institution	Major/Minor

Other Training and Certificates *(please provide expiration date):*

First Aid: _____ Child CPR /CPR: _____ CDA: _____

Early Childhood Registry: _____ Other: _____

EMPLOYMENT

Please account for the last three (3) years of employment including terms of unemployment or self-employment, or relevant employment (or volunteer work) to the position you are applying. List first, in chronological order from current employment. Use additional sheets as needed.

Employer Name: Address:		
Starting Pay (Mo/Hr):	Final Pay:	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Supervisor's Name/Title/Phone #:		
Title/Description Of Work:		
Start Date:	End Date:	
Reason(s) For Leaving:		

Employer Name: Address:		
Starting Pay (Mo/Hr):	Final Pay:	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Supervisor's Name/Title/Phone #:		
Title/Description Of Work:		
Start Date:	End Date:	
Reason(s) For Leaving:		

Employer Name: Address:		
Starting Pay (Mo/Hr):	Final Pay:	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Supervisor's Name/Title/Phone #:		
Title/Description Of Work:		
Start Date:	End Date:	
Reason(s) For Leaving:		

1. Please tell us the name of the church you attend and the name of your Pastor and/or ministry leader: _____

2. Please give a brief testimony of your salvation: how you accepted Jesus Christ as your Savior.

3. Why do you wish to work in a Christian preschool?

4. What experiences have prepared you to teach the Bible and Christian principles to children?

5. Explain your philosophy and methods of discipline.

6. List special interests or hobbies

7. Is there anything else we should know about you and you would like to share with us?

REFERENCES

List three **personal references other than past employers or relatives** (*one should be your church pastor or ministry leader*) who have known you for at least one year (or you may provide an attachment with the information).

Name	Relationship	Phone / Email	Yrs Known?
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How did you hear about this employment opportunity?

CERTIFICATION OF APPLICANT

Please initial each statement and sign at the bottom

_____ I understand that Mililani Community Church Preschool does not discriminate in its employment practices against any person due to race, color, national or ethnic origin, gender, age, disability or veteran status.

_____ I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

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

_____ I understand that I must also sign the Mililani Community Church: Reference-Checking Consent and Authorization and the Theological Affirmations forms (*attached*).

Applicant's Signature

Date