Roswell United Methodist Church Preschool & Kindergarten
814 Mimosa Blvd. | Roswell, GA 30075 | rumc.com/rumck
Equal Opportunity Employer
Application for Employment

PERSONAL INFORMATION

Last Name	First Name	Middle Name or Initial	Date of Application
Current Address		City, State and Zip Code	
Home Phone (with area code)	Cell Phone (with area code)	Email Address	
Social Security#		[redacted]	

EDUCATION

School	City/State	Dates Attended (mo/yr) From: To:	Graduate? Indicate Yes or No	Degree/Major
High School				
College/University				
College/University				

Do you hold a teaching certificate? Y ☐ N ☐ If yes, what type? _____

Exp. Date: _____

EMPLOYMENT HISTORY

Current Employer			Address, City, State, Zip
Position		Supervisor or Contact person for Reference	Phone number (with area code)
Beginning date	Ending date	Reason for leaving	
Permission to contact current employer: ☐ Yes ☐ No			
Describe briefly your responsibilities and what you liked or disliked about the position			

Previous Employer			Address, City, State, Zip	
Position			Supervisor or Contact person for Reference	Phone number (with area code)
Beginning date	Ending date	Reason for leaving		
Permission to contact previous employer: ☐ Yes ☐ No				
Describe briefly your responsibilities and what you liked or disliked about the position				

Previous Employer			Address, City, State, Zip	
Position			Supervisor or Contact person for Reference	Phone number (with area code)
Beginning date	Ending date	Reason for leaving		
Permission to contact previous employer: ☐ Yes ☐ No				
Describe briefly your responsibilities and what you liked or disliked about the position				

List any other work of volunteer experiences with dates relating to children: _____
_____

Special talents, skills, and interests: Singing ☐ Art ☐ Computer ☐ Musical Instrument _____
Other: _____

REFERENCES

List four references—educational, professional, or personal. Please do not list relatives or employees of RUMC.

Reference	Relationship/Years Known
Address	City, State, Zip
Phone (with area code)	Alternative Phone (with area code)

Reference	Relationship/Years Known
Address	City, State, Zip
Phone (with area code)	Alternative Phone (with area code)

Reference	Relationship/Years Known
Address	City, State, Zip
Phone (with area code)	Alternative Phone (with area code)

Reference	Relationship
Address	City, State, Zip
Phone (with area code)	Alternative Phone (with area code)

If driving is required for this position, do you have a valid Georgia driver's license? YES ☐ NO ☐
License # _____

Have you ever been convicted of a felony? YES ☐ NO ☐
If yes, explain: _____

Are you able to perform the essential functions of the job with or without a reasonable accommodation? YES ☐ NO ☐

Please describe, in your own words, why you would like a position at RUMCK. Briefly state your philosophy of education in a Christian preschool and kindergarten. ___

PLEASE READ BEFORE SIGNING

I verify that the information provided in this application (and accompanying resume, if any) is true and complete, to the best of my knowledge, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date.

I authorize RUMCK to conduct a criminal records check using the agency of their choice. I authorize them to release any information, which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release the agency that conducts the background check from any and all liability resulting from such disclosure.

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorize RUMCK to contact my references and past employers to obtain information concerning my past experiences, education, and personal character.

I authorize any persons, schools, current employers, past employers, organizations, and agencies to provide RUMC with relevant information and opinion that may be used in employment decisions. In consideration of RUMCK's review of this application, I release it and all providers of information from any liability as a result of furnishing and receiving this information.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without prior notice or cause.

Applicant's Signature: _____ Date: _____

RUMCK does not discriminate on the basis of any protected class under federal and state discrimination laws.