

EMPLOYMENT HISTORY

List your present job first, or most recent job if you are now unemployed and then all others in reverse chronological order. LIST ALL FORMER EMPLOYMENT. (Additional sheets are available if necessary.)

EMPLOYER #1

Name _____

Address _____

Telephone _____ Your job title _____

Your last rate of pay _____

Your supervisor's name _____

Your date of hire _____ Your date of termination _____

Work Performed _____

Reason for leaving _____

How many days did you work after giving notice of leaving? _____

Were you ever disciplined, warned or counseled about your job performance, attendance or any other work-related matter by this employer? Yes _____ No _____.

If yes, please explain the circumstances. _____

May the Church contact this employer? Yes _____ No _____. If not, who should be contacted for current employment verification? _____

EMPLOYER #2

Name _____

Address _____

Telephone _____ Your job title _____

Your last rate of pay _____

Your supervisor's name _____

Your date of hire _____ Your date of termination _____

Work Performed _____

Reason for leaving _____

How many days did you work after giving notice of leaving? _____

Were you ever disciplined, warned or counseled about your job performance, attendance or any other work-related matter by this employer? Yes _____ No _____.

If yes, please explain the circumstances. _____

May the Church contact this employer? Yes _____ No _____. If not, who should be contacted for current employment verification? _____

Please list other places of employment for the past ten years _____

Please account for all periods of employment (of four weeks or more for the last 10 years) by noting the date of unemployment and what you were doing during that time. _____

Have you ever been discharged from any job? Yes _____ No _____. If yes, please identify the employer, date of discharge and explain the circumstances. _____

Are you a U.S. citizen? Yes _____ No _____

EDUCATION

HIGH SCHOOL

Name of School _____

City/State _____

Years Completed (Circle) 1 2 3 4

Did you Graduate? Yes _____ No _____

Year last attended _____

COLLEGE/UNIVERSITY/TECHNICAL OR VOCATIONAL

Name of School _____

City/State _____

Years Completed (Circle) 1 2 3 4

Did you Graduate? Yes _____ No _____

Year last attended _____

Course of Study and Degree, if any _____

8. Do you have any special skills, training, apprenticeship, or extra curricular activities that would apply to the job for which you are an applicant _____

9. Please describe below any additional education, training or qualifications which you possess which you believe may assist the Church in evaluating your application. _____

10. Do you consider yourself a positive role model? Yes _____ No _____

11. Please provide the names and phone numbers of three personal references not related to you.

NAME

HOME PHONE

WORK PHONE

a. _____

b. _____

c. _____

12. Because the Church cares for our members, including our children, and desires to protect them, we ask you to please answer the following questions. We understand the following questions are personal and we will protect your privacy:

You may choose to discuss the answers to these questions personally with the interviewer rather than provide the information on this form. Your answer will be kept confidential.

a. Is there any reason, including those that are physical or mental health related, that might keep you from effectively working with children or that might cause a child potential harm? Yes _____ No _____

b. Have you ever been charged with, indicted for, or ple4d guilty to a crime? Yes _____ No _____ If yes, please explain: (attach a separate page, if necessary) _____

c. Have you ever been charged with, indicted for, or pled guilty to an action prohibited by the Texas Family Code, or a similar code in any state? Yes _____ No _____ If yes, please explain: (attach a separate page, if necessary) _____

Childcare policies set forth by the Preschool Committee will be upheld and followed by all volunteers and paid childcare teachers.

General Guidelines for all Teachers (Volunteer and Paid)

1. Only authorized personnel, paid or volunteers, will be allowed in any preschool room (whether or not the room is being used.) Individuals waiting for someone must do so in the hall outside the Preschool Suite.
2. Teachers are expected to read and study the Preschool leadership books and materials, and to participate in continuing teacher training.
3. Teachers are expected to teach from provided Preschool Curriculum.
4. Teachers who are church members are encouraged to attend at least one church service per month.
5. Teachers' dress should be conducive to working in a church childcare environment. Shorts will not be permitted.
6. Smocks should be worn by teachers in the Bed Baby Department.
7. Only emergency phone calls will be received by teachers on duty. Likewise, teachers may not make calls from the Preschool Suite unless an emergency merits use of the telephone.
8. Teachers are not allowed to have food or drinks in the Preschool areas except when children are eating.
9. The playground should be utilized when children have been in childcare for several consecutive hours.

Health/Welfare

1. Assign each baby a crib upon arrival.
2. As a child enter the room, check immediately to see if a diaper change is needed or if an older child needs to go to the restroom. Continue to monitor the child for other needed changes.
3. Make sure the diaper is dry when a child leaves. A changing table, pad or crib must be used when changing a diaper. When changing table or pad is used, wipe area with approved cleanser after each diaper change.
4. Teachers are required to wear disposable gloves when changing diapers. Gloves will be disposed of after each diaper change.
5. After removing disposable gloves, teachers are to wash their hands with soap and water after each diaper change.
6. Any time you deal with bodily fluids (blood, urine, feces, saliva, vomitus) put on disposable gloves. Attend to the child first. After the child has been cared for, clean the contaminated surfaces with prepared kit and disinfectant. Wash hands after throwing gloves away.
7. Teachers are required to use individual burp cloths for birth through six-month old babies.
8. Teachers will NEVER leave a child unattended.
9. A teacher is not allowed to discipline a child by hitting, slapping, pinching, biting, shaking or any other physical or verbal abuse of any kind. Discipline problems should be discussed with the Minister of Preschool, Mother's Day Out Director, or Preschool Division Director.

Health/Welfare (cont'd.)

10. If a child is hurt or injured while at church, the teacher will fill out an accident report form. The form should be signed by the teacher's supervisor and the child's parents.
11. All volunteers teachers will leave their rooms and the bathrooms in a clean and orderly manner after each session. Specifically, each of the following should be checked and cleaned as needed:
 - a. Used bed sheets removed.
 - b. Used toys are placed in container for cleaning.
12. The Preschool ministry will maintain its own supply of non-permanent type supplies such as glue, crayons, etc. Permanent type equipment will be requisitioned through the Minister of Preschool or Mother's Day Out Director.

Failure to comply with any of the above policies will be grounds for dismissal at the discretion of the Minister of Preschool, Preschool Division Director, Mother's Day Out Director and/or the Staff member in charge of childcare.

Policies for Rooms

1. All rooms are to be kept in a neutral state:
 - a. Nothing on the walls
 - b. No bulletin boards
 - c. Only basic equipment in the rooms
 - d. Nothing left sitting on the counter tops
 - e. Nothing stored on top of the cabinets
 - f. No use of thumb tacks
2. Basic supplies will be kept in the rooms such as crayons, scissors, glue-sticks, felt-tips markers. All other supplies will be kept in the resource room.
3. Teachers are to gather needed equipment from the Resource Room. After the session, equipment is to be returned and put back in the appropriate place.
4. Teachers may gather consumable supplies from the Resource Room. After the session, any unused supplies should be returned to the Resource Room and put back in the appropriate bin.
5. When a teacher comes into the room they may "landscape" the room using appropriate teaching pictures and needed supplies and materials called for in the curriculum. When they leave the room, things will be put back where they obtained the material.
6. Puzzles will be returned to the Resource Room and filed correctly after each session.
7. When a child leaves something in the room, the teacher of that program is to label the item with the child's name, program where the item was left, and place it with their materials to be used the next time that program meets. The item should then be given back the next time the preschooler is back. If an item is left in the room and no one know where the item came from, label the item with the program name and the room it was found in and turn it in to the main desk in the Preschool Suite.
8. When leaving the room check all areas of the room to make sure everything is put away. Clean any paint brushes or cooking utensils and put them away before leaving.
9. Keep cabinets neat and orderly. Replenish supplies from the Resource Room as needed. Make sure that next teacher will find adequate supplies.

These guidelines allow the preschool rooms to be "neutral". That is, the room will not belong to any one group, but will be able to be used by all. Each teacher assumes the responsibility of maintaining the neutrality of the preschool space. When preschool teachers share rooms, supplies, and equipment, we are teaching by example. The Bible thought "Be ready to share" (1 Timothy 5:18) is our motto.

Policies for Teachers

1. All teachers will be 18 years of age or older.
2. Consideration of preference of work assignments will be given to teachers at the time of employment; however, at the discretion of the Minister of Preschool, teachers will work where assigned.
3. In the Preschool Suite, the church will provide at least one teacher per group plus one suite assistant available at all times.
4. All teachers are to minister to the needs of the child. Teachers are to provide a place where the child feels God's love and feels secure.
5. A paid teacher will report to work 15 minutes before the starting time of the scheduled program and remain 15 minutes after the children are picked up or as specified by the Coordinator in Charge. The following clean-up procedure should be followed before leaving:
 - a. Clean and disinfect toys put in mouth.
 - b. Put toys and materials back into their proper places (i.e. resource room, other classrooms, etc.)
 - c. Wipe down tables.
 - d. Wash dishes and place them back into kitchen cabinets.
 - e. Put trash from your room into the kitchen trash can and replace the liner in the classroom trash can.
 - f. Vacuum each room used.
 - g. Check and make sure each room is stocked with disposable gloves, diaper wipes, paper towels, kleenex, and spray bottles with proper solutions in them.
6. Teachers will not be allowed to bring any children with them when they report to work. Other childcare arrangements need to be made.
7. Teachers will be in their assigned rooms when children arrive. Only the suite assistant should be in the suite area.
8. Teachers will be paid for attending required training sessions.
9. Teachers are to receive pay for one hour of service when they are called out to work and no children attend.
10. Each teacher is responsible for seeing that their time is recorded upon arrival and departure.
11. A paid childcare teacher is expected to be consistent and punctual in attendance. Reasons for absence from duties that will be acceptable are as follows:
 - a. Personal illness (includes immediate family)
 - b. Death in the family
 - c. Emergency
12. In the event of unexpected illness or absence, paid childcare teachers should immediately replace themselves and call their supervisor.
13. Routine doctors appointments will not be acceptable reasons for absence. These types of appointments can be made on non-work days.
14. Teachers are not allowed to give any type of medication. If a child needs medication, the parent must come to the Preschool Suite and give the medication to the child.

Policies for Mother's Day Out Teachers

1. Teachers must arrive by 9:00 a.m. to prepare and pull materials needed that day for class, and be ready to greet children at 9:25 a.m.
2. Teachers must pull puzzles, books, blocks, and music materials needed in the curriculum each day. Teachers need to have materials ready for each area, and be prepared beforehand to teach the curriculum for each session.
3. Materials pulled by teachers each session must be returned to their proper places only after children have been picked up.
4. All teachers should leave their rooms clean and in an orderly manner after each session. Specifically, Mother's Day Out teachers should follow this check list:
 - a. Tables should be cleaned and wiped.
 - b. All rooms should be vacuumed after each session is over. Check with Director if vacuum needs to be used during session.
 - c. Toys and sleeping mats that were used should be cleaned and disinfected and returned to their proper places.
 - d. Doll clothes should be put back on.
 - e. Mini blinds drawn closed.
 - f. Trash needs to be picked up, thrown away and placed in Preschool Suite kitchen to be disposed of by the church custodian.
 - g. All teachers are responsible for washing their own dishes.
 - h. Return all blue curriculum cans to the Suite area before leaving.
5. Once all children in your room are asleep, a teacher may take a break. Be sure to continue to check on your children as some may stir early.

