

St. Mary Magdalen Church

APPLICATION for PRESCHOOL DIRECTOR

The Preschool Director is a member of the staff of St. Mary Magdalen Parish and under the direction of the pastor.

The primary Duties and Responsibilities Include:

- All aspects of the Preschool Program
- The hiring, firing and evaluation of the staff (in consultation with the pastor)
- Communication with the parents
- Meeting state licensing requirements
- To work with the parish book keeper and Finance Council regarding all financial matters of the preschool including budget, tuition and fees

Minimum Qualifications Include:

- A Bachelor's degree in a child-related field including; 18 semester hours or coursework in Early childhood Education or Child Development and 480 hours of experience.
- **Or** a Bachelor's degree and a valid Child Development Associate credential and 960 hours of experience.
- **And** at least 2 semester hours or 3.0 CEUs in child care administration or have an administrative credential approved by the state.

PERSONAL INFORMATION

Date _____			
Name _____			
Last	First	Middle	Maiden
Present address _____			
Number	Street	City	State Zip
How long _____			
Telephone (____) _____		If under 18, please list age _____	
e-mail _____			

EMPLOYMENT CONDITIONS

Days/hours: approximately 5 hours a day\180 days Salary: \$23,000 annually plus limited benefits	When are you available to start work?
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EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
High School				

College				
Business or Trade School				
Professional or Graduate School				

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Are you currently employed? Yes No

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

Have you ever been convicted of a felony? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

If hired, can you provide proof of U.S. citizenship Yes No
or proof of your legal right to live and work in this country?

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you able to perform the essential functions and duties Yes No
of the job for which you are applying?

If not, please describe the functions or duties you are unable to perform.

REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Signature of applicant: _____ Date: _____

Thank you for completing this application form and for your interest in our parish ministry.