



Killearn Kids Preschool
Killearn United Methodist Church
2800 Shamrock South
Tallahassee, Florida 32309
(850) 893-1278 www.killearnkids.org

Dear Applicant,

Thank you for your interest in employment at Killearn Kids Preschool, a children's ministry of Killearn United Methodist Church. Our staff is committed to providing children and families with the highest quality educational experience in a safe, nurturing Christian environment. We are proud to be accredited by the Association of Christian Schools International.

Applicants for Instructional Staff must meet the following minimum job requirements:

- Have a high school diploma or GED
- Be at least 18 years of age
- Be of good moral character
- Be an active member of a local Christian church/organization
- Have a positive and flexible outlook toward continual progress with regard to student performance, teaching methods and curriculum
- Possess excellent written and verbal communication skills
- Have the ability to use technological tools appropriate to their employment area
- Hold or be willing to work toward certification in CPR and First Aid

Preference will be given to applicants who have completed the 40-hour Introductory Child Care Training (Part I and Part II), hold a CDA, CDAE, or have a degree in early childhood education. All instructional staff are required to complete at minimum 10 hours of additional in-service training applicable to the classroom environment each year.

Attached is a Personal Spiritual Information Form which details the Employee Statement of Faith. All employees of Killearn United Methodist Church and Killearn Kids Preschool hold the beliefs and standards reflected in this document. Please review the Statement to ensure that your beliefs are in agreement with these principles, and complete the questions on the form. Your responses will be kept confidential and will only be shared with those directly involved in the hiring process.

If you are interested in pursuing employment at Killearn Kids Preschool, please submit a letter of interest, a completed application & personal spiritual information form and a current resume. Please initial and date the bottom of each page of your application.

Blessings,

A handwritten signature in cursive script that reads "Elizabeth Giles".

Elizabeth Giles
Director of Killearn Kids Preschool

Enclosed:

- Employment Application
- Personal Spiritual Information Form



Application for Employment

Killearn Kids Preschool
 Killearn United Methodist Church
 2800 Shamrock South
 Tallahassee, Florida 32309
 (850) 893-1278 www.killearnkids.org

| | |
|-------|--|
| Date: | Applying for: <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Assistant Teacher <input type="checkbox"/> Substitute |
|-------|--|

| | |
|----------------------------------|-----------------|
| Personal Information | |
| Full Name (First, Middle, Last): | Maiden Name: |
| Address: | Zip Code: |
| Home Phone: | Mobile Phone: |
| Date of Birth: | Place of Birth: |
| Email Address: | |
| Church Affiliation: | |
| Marital Status: | Spouse's Name: |
| Children's Ages: | |

| Education Information Please attach copies of your transcripts, including DCF transcript, and any applicable certificates. | | |
|---|--|----------------|
| Degree Earned | Issuing Institution | Dates Attended |
| | | |
| | | |
| | | |
| | | |
| Majors: | Minors: | |
| Other Education: | | |
| Special Training: | | |
| Are you a certified teacher? <input type="checkbox"/> Yes <input type="checkbox"/> No | Cert #: _____ Exp Date: _____ | Certified By: |
| Are you certified in CPR? <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you certified in First Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| References Please include at least one personal and one professional reference. | | | |
|--|-------|-------|--------------|
| Name | Phone | Email | Relationship |
| | | | |
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|---|--|
| Background All employees are required to pass local and federal screenings prior to the start of employment. | |
| Have you ever been arrested or convicted of a felony? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please explain. | |
| | |

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|---|
| Additional Information |
| How did you discover KKP? |
| If currently employed, why are you considering leaving your present position? |
| |
| |

| | | |
|---|-------------|-------|
| Signature | | |
| The information provided on this Application for Employment is true. If I am employed, any misstatement or omission of fact on this application may result in my termination. | | |
| I understand that acceptance of an offer of employment creates no obligation to employ me in the future. | | |
| I give my consent to conduct a background check which will be performed at no expense to me. | | |
| Applications will remain valid for no more than 90 days. After that, a new application will need to be submitted in order to be considered for positions at KKP. | | |
| Signature: | Print Name: | Date: |

