

**Shining Lights Early Childhood Center**  
**1720 Springdale Road, Cherry Hill NJ 08003**

Phone: (856) 424-4915 Fax: (856) 489-9188  
www.shininglightsonline.org

**Employment Application**

Your interest in Shining Lights is appreciated. We invite you to fill out the initial application and return it to our office. If an opening occurs for which you may qualify we will notify you. We will also contact your references. If we have continued interest in you candidacy, we will arrange for a personal interview.

We realize the key to a successful Christian Preschool is its staff. We are seeking applicants who are professionally qualified, who really love children, and who by the pattern of their lives are Christian role models. Luke 6:40

We look forward to receiving your initial application. Thank you for your interesting the ministry of this school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

**A. PERSONAL INFORMATION**

Applicant Name: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Alternate phone number \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birthdate: \_\_\_\_\_

Social Security number : \_\_\_\_\_

Best time to call \_\_\_\_\_ Length of time at this address \_\_\_\_\_

**B Position Desired**

Full time \_\_\_\_ Part Time \_\_\_\_ Teacher \_\_\_\_\_ Aide \_\_\_\_ Substitute \_\_\_\_

How did you learn about the position you are applying for?

\_\_\_\_\_

Please list hobbies or interests that may be relevant to this position.

\_\_\_\_\_

Have you ever been convicted of a crime? If yes, please explain.

\_\_\_\_\_

**C. Christian Background**

**In your own handwriting on a separate piece of paper briefly give your Christian Testimony.**

**Please carefully read the statement of faith and indicate your degree of support.**

\_\_\_ I fully support the Statement without mental reservations

\_\_\_ I support the statement except in the areas listed and explained below.

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Do you believe the Bible to be the only inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? \_\_\_ yes \_\_\_ no

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_

In what church activities are you currently involved?

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**D. Professional Qualifications**

**Please attach photocopies of all your post secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personal file.**

What degree or degree do you hold?

Degree

Date received

Issuing Institution

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Cumulative grade point average \_\_\_\_\_

- **Please attach photocopies of certificates held.**

**E. Personal Philosophy**

**On a separate paper, please label and succinctly answer in one or two paragraphs each of the questions below.**

- A. What do you consider to be the proper classroom atmosphere for learning?
- B. What is your philosophy of discipline? Your attitude toward physical punishment?
- C. What areas are your strengths? Weaknesses?
- D. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**F. Employment History**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse side.

1. Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Address:

\_\_\_\_\_

Supervisors name and phone number

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Address:

\_\_\_\_\_

Supervisors name and phone number

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Address:

\_\_\_\_\_

Supervisors name and phone number

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list two references which we may contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Days and hours available: \_\_\_\_\_

Have you ever been convicted of a crime? If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

Do you understand that this is an application for employment and that no employment contract is being offered at this time? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_