



## Employment Application

Riverview Christian Early Learning Center  
3301 Stoudt's Ferry Bridge Road Reading, PA 19605  
Phone: 610-921-0285  
Email: sara.moreno@rcelc.com

### Applicant Information

Full Name: \_\_\_\_\_  
*Last First M.I. Today's Date*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Referred by: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Salary Desired: \$ \_\_\_\_\_

Date Available to Start: \_\_\_\_\_ Hours Desired: \_\_\_\_\_

Age Level(s) Preferred: ☐ Infant/Toddler ☐ Pre-School/Pre-K ☐ School-Age

Are you available to work any time between 6:30am and 6:00pm, M-F? YES ☐ NO ☐ Comments: \_\_\_\_\_

If hired part-time, would you be willing to work full-time (40 hours) in the future if one becomes available? YES ☐ NO ☐ Comments: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this school before? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Are you at least 18 years old? YES ☐ NO ☐ If under 18, do you have a work permit? YES ☐ NO ☐

Have you ever been convicted of a felony? YES ☐ NO ☐ Explain: \_\_\_\_\_

Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodations? YES ☐ NO ☐ Explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

## Certifications

PA Child Abuse History Clearance YES ☐ NO ☐ Year Issued: \_\_\_\_\_

PA Request for Criminal Record Check YES ☐ NO ☐ Year Issued: \_\_\_\_\_

Federal Criminal History Record (Fingerprinting) YES ☐ NO ☐ Year Issued: \_\_\_\_\_

First Aid/CPR YES ☐ NO ☐ Year Issued: \_\_\_\_\_

## Miscellaneous Experience

Computer Skills YES ☐ NO ☐ Please Specify: \_\_\_\_\_

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable,  
explain: \_\_\_\_\_

## Previous Employment

*On the next page, list all employment for the past 10 years, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.*

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO  
☐ ☐

---

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO  
☐ ☐

---

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO  
☐ ☐

---

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO  
☐ ☐

## References

*Please list three professional references which do not include relatives.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## Christian Perspective

*Please answer the following questions.*

Explain your relationship with Jesus Christ.

---

---

---

---

Name of the church you are presently attending:

Ministries you are involved in:

---

Articulate your definition of discipline.

---

---

---

---

How would you explain Jesus Christ to a child?

---

---

---

---

How would you incorporate Jesus Christ into your classroom activities?

---

---

---

---

## Disclaimer and Signature

*The above information is true and correct. I understand that, in the event of my employment by Riverview Christian, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.*

*I authorize Riverview Christian to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to all former employers to provide employment related information about me to Riverview Christian and will hold Riverview Christian and my former employers harmless for any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize Riverview Christian to obtain any credit check and consumer check.*

*I understand that nothing in this employment application, the granting of an interview, or my subsequent employment with Riverview Christian is intended to create an employment contract between myself and Riverview Christian under which my employment could be terminated only for cause. On the contrary, I understand and agree that if hired, my employment will be terminable at will and may be terminated by me or Riverview Christian at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.*

*If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.*

*I hereby acknowledge that I have read and agree to the above statements.*

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



Riverview Christian Early Learning Center