



Application for the Position of Part-time Lead Nursery Caregiver

Complete and submit **by June 27, 2018.**

Scan and send to **danielson.karen51@gmail.com** OR snail mail to

Salem Road Covenant Church
Attn: Karen Danielson
3401 Salem Road SW
Rochester, MN 55902

PERSONAL INFORMATION:

Your Name (please print) _____
(first) *(middle)* *(last)*

Street Address _____

City, State, Zip _____

Home Phone _____ Cell Phone _____

Email address _____

Birth Date _____

EDUCATION:

High School _____ Graduated? Yes ___ No ___ Still attending ___

College _____ Graduated? Yes ___ No ___ Still attending ___

Certification: First Aid Training Yes ___ No ___ Date completed _____

CPR Training Yes ___ No ___ Date completed _____

Other _____ Yes ___ No ___ Date completed _____

Other _____ Yes ___ No ___ Date completed _____

RELEVANT EXPERIENCE:

Have you ever worked in child care? If yes, please complete the following:

1. Organization _____ Phone _____

Your supervisor's name _____

Position _____ Dates of Service _____

Ages of Children: _____

Duties/Responsibilities _____

2. Organization _____ Phone _____

Your supervisor's name _____

Position _____ Dates of Service _____

Ages of Children: _____

Duties/Responsibilities _____

YOUR INTEREST: Briefly tell us why you're interested in this position and why you believe you're qualified:

WORK EXPERIENCE: Please list the most recent places that you have worked, if any.

1. Employer/Business _____ Phone _____
Your supervisor's name _____
Job Title _____ Employment dates: From _____ To _____
Job description/responsibilities _____

2. Employer/Business _____ Phone _____
Your supervisor's name _____
Job Title _____ Employment dates: From _____ To _____
Job description/responsibilities _____

3. Employer/Business _____ Phone _____
Your supervisor's name _____
Job Title _____ Employment dates: From _____ To _____
Job description/responsibilities _____

VOLUNTEER EXPERIENCE: Please list any volunteer experience that attests to your character and commitment.

1. Organization _____ Phone _____
Your supervisor's name _____
Position _____ Dates of Service _____
Duties/Responsibilities _____

2. Organization _____ Phone _____
Your supervisor's name _____
Position _____ Dates of Service _____
Duties/Responsibilities _____

3. Organization _____ Phone _____
Your supervisor's name _____
Position _____ Dates of Service _____
Duties/Responsibilities _____

INFORMATION RELATED TO SAFETY AND SECURITY:

No ___ Yes ___ Have you ever been charged with, convicted of, or plead guilty to a crime, either misdemeanor or felony, including but not limited to drug use, possession, or sales; emotional, physical, or sexual abuse of a child; or other crimes of theft or violence?

No ___ Yes ___ Are you willing to submit to a background check? If yes, please provide your Social Security Number, which is necessary for that check: _____

REFERENCES: Please provide three non-family references (one personal and two job or volunteer related).

1. Name _____ Phone _____
Address _____
Length of time acquainted _____
Relationship _____

2. Name _____ Phone _____
Address _____
Length of time acquainted _____
Relationship _____

3. Name _____ Phone _____
Address _____
Length of time acquainted _____
Relationship _____

EMPLOYMENT DATES, ABSENCES, AND RELIABILITY:

Dates and Times: We are asking for a commitment to all Sundays from **August 5, 2018, through June 9, 2019**. Hours are

- 9:15am to 10:45am (1.5 hours) on summer Sundays through September 2, 2018 (*and on the following holiday weekends: Nov. 25, Dec. 23 and 30, and April 21*)
 - 9:15am to 12:15pm (3 hours) on Sundays from September 9, 2018 through May 19, 2019
- Renewal of this agreement for the 2019-2020 year will be considered next spring.

Absences: It's very important that you understand that our parents and children will be counting on you to be in the Nursery every Sunday, so your **commitment** is important to us. We do understand, however, that there are two reasons that you may miss a Sunday. The first is due to illness and other **unexpected** circumstances. In that case, we ask for **as much notice as possible** if you're unable to work.

The second reason you might miss a Sunday would be a **planned** absence when you need to be out of town. In that case, we ask that there be **no more than four planned absences** during the year, and we ask for **at least two weeks' notice** so that we can find someone to take your place when you need to be gone.

Are you prepared to make that commitment? Yes ___ No ___

WAIVER/RELEASE/PERSONAL AGREEMENT:

- I, the undersigned, verify that all the information that I have provided on this application is true and correct.
- I authorize Salem Road Covenant Church and its representatives to verify the information on this form by contacting the references, businesses, and organizations I have listed. I authorize those individuals, businesses, and organizations to provide whatever information they have regarding my character, reliability, and fitness for this position.
- I waive any right I may have to access those references provided to the church, and I agree to hold harmless all representatives of Salem Road Covenant Church as they process my application.
- I also authorize Salem Road Covenant Church to conduct a background check including but not limited to identification verification, a national criminal file search, a county courthouse search, and a state sexual offender search.
- I understand that all information gathered in this application process will be confidential, available only to those directly concerned with filling this position, and will be maintained in a secure file.
- Finally, I agree that should I be hired to fill this position, I will be bound by the Mission and Values of Salem Road Covenant Church (www.salemroadcov.com/about-us/mission-values) and by the Nursery Policies of the church. I will be subject to the authority of the church leadership, and my conduct will reflect the Christian values of grace and love. If it is the judgement of the leadership that I have not upheld these values, been unreliable, and/or not fulfilled the expectations of the church, I understand that my position may be terminated.

SIGNATURE OF APPLICANT _____ **Date** _____