



# PRESBYTERIAN CHURCH

## Preschool & Youth Center

### EMPLOYMENT APPLICATION

Your interest in Third Presbyterian Church’s Preschool and Youth Center (TPC-PYC) is appreciated. We invite you to complete this application and return it to our Administration Office located at 9990 Lewis & Clark Blvd, St. Louis, MO 63136 or email to tcpreschool9990@gmail.com. If an open position is available for which you qualify we will contact your references and contact you for an interview.

We realize that the key to a successful Christian School 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. (ref. Luke 6:40). We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

#### **A. APPLICANT’S INFORMATION**

Full name: \_\_\_\_\_

Birth Date: \_\_\_/\_\_\_/\_\_\_ Application Date: \_\_\_/\_\_\_/\_\_\_ Date Available: \_\_\_/\_\_\_/\_\_\_

Present address: \_\_\_\_\_

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

Phone: Home \_\_\_\_\_ Mobile \_\_\_\_\_

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

Best time to call you? \_\_\_\_\_

Class E Driver’s License # \_\_\_\_\_

#### **B. POSITION DESIRED**

Check all that apply:

Teacher \_\_\_ Teacher’s Assistant \_\_\_ Office/Administrative \_\_\_

Full time \_\_\_ Part time \_\_\_ Substitute \_\_\_

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

Can you submit verification of your legal right to work in the US? Yes \_\_\_ No \_\_\_

What would you like to be doing five years from now?  
\_\_\_\_\_

## **C. CHRISTIAN BACKGROUND**

**\* Briefly give your Christian testimony on a separate piece of paper and submit with this application.**

Please carefully read our Statement of Faith and indicate your degree of support.

The basis of the programs and services of TPC-PYC shall be the Word of God as interpreted by the following statement of faith:

### STATEMENT OF FAITH

- **We Believe...**  
in the deity of God the Father, Jesus the Son, and the personal Holy Spirit, and that they make up the Godhead – three in one.
- **We Believe...**  
that the Bible is the inspired revelation of God. We believe that the Bible in its entirety (composed of sixty-six books) is the Holy, infallible Word of God; that it is and ever shall be the complete and final revelation of the will of God to man, and the final authority in all spiritual matters (II Timothy 3:16). It is what we teach, preach and govern our ministry and personal lives by.
- **We Believe...**  
that Jesus Christ ascended to the right hand of the Father, where He is interceding for each believer; that He will bodily and visibly return again.
- **We Believe...**  
that God created all that there is out of nothing, and mankind was created in His image but fell into sin; that all men are sinners by nature and under God's condemnation. (Genesis 1:1, 2, 27; Romans 5:18a)
- **We Believe...**  
that every person has worth as a creation of God, but that all have sinned and have fallen short of the glory of God.
- **We Believe...**  
that the Bible teaches that each believer can and is commanded to live in separation from all worldly and sinful practices. (II Corinthians 6:17)
- **We Believe...**  
that the gift of speaking in tongues was used to help establish the New Testament Church, but is not an expression of the Spirit that we practice or promote in our services today.
- **We Believe...**  
that marriage was instituted by God as a picture of His love for His church with the intent that it would be a life-long heterosexual union between one woman and one man, to the exclusion of any other person, without separation or divorce; resulting in mutual spiritual, emotional and physical intimacy. (I Corinthians 7:3-5; 7:10-11; Genesis 2:24)
- **We Believe...**  
that nothing can snatch a Christian from God's hand once he is saved. However, a Christian – hardened by the deceitfulness of sin – can choose to turn away from Jesus and forfeit his salvation.
- **We Believe...**  
that each parent has a God given responsibility to nurture, love, protect, and discipline their children; with the hope of raising a responsible adult, and doing so without being harsh or punitive in the execution of their responsibility. (Ephesians 6:1-4)
- **We Believe...**  
that God has appointed a day in which He will judge the world in righteousness by Jesus; that those who trust in the Lord Jesus Christ shall dwell eternally with Him, and that those who refuse His offer of salvation shall eternally be cast into the Lake of Fire. (John 14:1-3; Romans 6:23; Revelation 21:8)
- **We Believe...**  
that heaven and hell are real and everlasting, and will be the places of eternal reward and punishment, respectively, based upon ones relationship with Jesus.

With these tenets as our basis, it is our stated intention to obey Christ's command to "Go...into all the world

and make disciples of all nations,” which includes the evangelism of all children whom our Lord brings under our instruction. This will be done with discretion and sensitivity, and in full communication with the parents as to the activity of the Holy Spirit in the life of the child.

\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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 \_\_\_

Denominational preference? \_\_\_\_\_

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

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

In what church activities are you involved and with what degree of regularity?

\_\_\_\_\_  
 \_\_\_\_\_

**D. EDUCATION**

High School: _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>Name</span> <span>Location (city, state)</span> <span>Graduation Year</span> </div>
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College or University <small>Name and Location (city, state)</small>	Dates Attended	Units Completed <small>semester units</small>	Type of Degree and Major	Year of Degree <small>(in progress or completed)</small>

**E. WORK EXPERIENCE**

Start with most recent position.		
Employer Name	Employer address	Employer email
Job Title	Employer phone number	Employer website
Dates of Employment	Immediate Supervisor	Reason for leaving
Duties and Responsibilities		
Employer Name	Employer address	Employer email
Job Title	Employer phone number	Employer website
Dates of Employment	Immediate Supervisor	Reason for leaving
Duties and Responsibilities		
Employer Name	Employer address	Employer email
Job Title	Employer phone number	Employer website
Dates of Employment	Immediate Supervisor	Reason for leaving
Duties and Responsibilities		

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

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**F. PERSONAL REFERENCES**

List three persons not related to you and who have knowledge of your qualifications for the position for which you are applying.

Full Name	Address	Phone Number
Email	Nature of Acquaintance	Dates of Acquaintance
Full Name	Address	Phone Number
Email	Nature of Acquaintance	Dates of Acquaintance
Full Name	Address	Phone Number
Email	Nature of Acquaintance	Dates of Acquaintance

**G. PHYSICAL QUALIFICATIONS**

Below are the physical requirements to fulfill the essential responsibilities for employment at Third Presbyterian Church Preschool and Youth Center. Please indicate your ability to fulfill the requirement by checking in the “YES” column if you are able to fulfill the requirement and in the “NO” column if you are unable to fulfill the requirement.

Physical Requirement	YES	NO	Other Misc. Requirements	YES	NO
Work outside in temperatures between 30-110 degrees			Arrive on time		
Climb stairs			Maintain regular attendance		
Crawl on floor			Apply CPR/First Aid		
Kneel			Lead field trips		
Stand for at least 1 hour			Drive 15 Passenger Van		
Sit for at least 1 hour			Operate basic office equipment		
Walk for at least 1 hour			Drive 15 Passenger Van		
Run					
Bend over					
Lift up to 50 lbs					
Carry up to 50 lbs					

## **H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Third Presbyterian Church Preschool & Youth Center** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize **Third Presbyterian Church Preschool & Youth Center** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

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Signature of Applicant

Date