



## APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire

*Please note, resumes and applications must be submitted together in order to be considered for employment.*

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

Home Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Daytime Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Williamsburg Northside Preschool, Williamsburg Northside School and the Infant & Toddler Center are affiliated with the following schools:

*Vernon Ave. Children's School, Sunshine Developmental School, Claremont Children's School, Claremont Preparatory School, Rebecca School, Aaron School, Aaron Academy and MetSchools*

Have you applied for a position at any of these schools?  Yes  No

Have you been employed by any of these schools?  Yes  No

Do you know anyone currently or previously employed by WNP or its affiliated schools?  Yes  No

How did you learn about our school(s)? \_\_\_\_\_

Are you currently employed?  Yes  No Company \_\_\_\_\_

May we contact your current employer?  Yes  No Supervisor \_\_\_\_\_

Are you at least 18 years of age or older?  Yes  No

Do you require any special accommodations for this interview?  Yes  No

If so, please explain: \_\_\_\_\_

Other than a traffic violation, have you been convicted of a felony within the last 10 years?  Yes  No

### WORK PREFERENCE:

Department you are applying for:  Education  Administration  Maintenance

Position you are applying for:  Teacher  Co-Teacher  Custodian/Porter

Enrichment: \_\_\_\_\_  Administrative/Office Assistant

Available start date: \_\_\_\_\_ Are you available to work overtime (more than 40 hours in a week as needed)?  Yes  No

Desired Schedule:  Full time  Part time  Temporary/Substitute

Desired Salary: Annually \$ \_\_\_\_\_ OR Hourly \$ \_\_\_\_\_

*Updated: 3/2010*

### Interview Notes:

**Education:** (if this is on your resume –please write “see resume”)

Are you currently enrolled in school or a training program?  Yes  No If so, where? \_\_\_\_\_

Highest level of education completed:

- High School: \_\_\_\_\_ Completed: \_\_\_\_\_
- College: \_\_\_\_\_ Degree completed: \_\_\_\_\_
- Higher Education: \_\_\_\_\_ Degree completed: \_\_\_\_\_
- Other (i.e. GED, CDA): \_\_\_\_\_ Year completed: \_\_\_\_\_

Current Licenses/Teacher Certifications: \_\_\_\_\_

**Relevant Experience:** (if this is on your resume –please write “see resume”)

Have you ever worked in a school/preschool/nursery/daycare?  Yes  No Name of school: \_\_\_\_\_

Address & Phone #: \_\_\_\_\_

Title/Position held: \_\_\_\_\_ from: \_\_\_\_\_ to \_\_\_\_\_

**Employment History:** (if this is on your resume –please write “see resume”)

Are you currently employed?  Yes  No Position: \_\_\_\_\_ Current Salary (annual or hourly): \$ \_\_\_\_\_

If so, name of company: \_\_\_\_\_

May we inquire of your current supervisor?  Yes  No Name/Number: \_\_\_\_\_

**Please list a PERSONAL reference we can contact immediately:**

Name: \_\_\_\_\_ Relation to you: \_\_\_\_\_

Phone #: \_\_\_\_\_ Years known: \_\_\_\_\_

**Please list TWO PROFESSIONAL references we can contact immediately:**

Name & Title: \_\_\_\_\_ Company: \_\_\_\_\_

Phone #: \_\_\_\_\_ Years known: \_\_\_\_\_

Name & Title: \_\_\_\_\_ Company: \_\_\_\_\_

Phone #: \_\_\_\_\_ Years known: \_\_\_\_\_

**In case of an emergency during your interview please indicate who we should contact:**

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

**Disclosure:**

*I certify that all answers given in this application are true, correct and complete. I agree that the company shall not be liable, in any respect, if my employment is terminated because of misstatements or pertinent omissions made by me in this application.*

*Moreover, I understand that all offers of employment are contingent upon passing the company’s screening process and probationary period. Upon receipt of offer all prospective employees will be required to providing the following documentation:*

- proof of eligibility of employment and identification
- proof of education/certification
- three reference letters
- a recent medical examination with updated immunization history
- Submission of a NY State clearance database check
- Submitting documentation for a background check and a NYC Department of Investigations (DOI) fingerprinting background check. There is a \$110 fee for fingerprinting with the Department of Investigations; this fee is reimbursed only upon completion of the 3-month probationary period.

Before signing, applicants should be sure to read the above disclosure statement.

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

Applications will be accepted at either location when submitted with a resume and are only held for 30 days.  
When a position is available the manager of the dept you are applying for will review your resume and contact you if you pre-qualify.