

# BOONE UNITED METHODIST PRESCHOOL

## Teacher Application

### To the applicant:

1. Please complete the attached form in its entirety.
2. Include at least three references; two of which should be from previous employers who can attest to your skills in working with young children.
3. **Include a copy of your resume.**
4. Return the completed application to Boone United Methodist PRESCHOOL, either in person or by mail to the following address: 471 New Market Boulevard, Boone, NC 28607, or by email to [preschool@booneumc.org](mailto:preschool@booneumc.org).
5. If you have any questions about the process you may contact Preschool Director Dana Holden at (828) 264-6092.

### Requirements for this position:

The lead teacher shall have a four-year degree in child development, early childhood education, elementary education, or a related field, have had satisfactory experience in working with children, and meet all licensing requirements if applicable. This person shall be mature and sensitive in working with children, parents, and all other staff. The teacher shall be a person of Christ-like character, active in a Christian church, and someone committed to furthering the mission of the United Methodist Church.

### Job Description:

Accountability: The teacher is responsible to the Director.

### Responsibilities:

- a. Plan and conduct daily activities in concordance with the philosophy of the program and provide written lesson plans for the director.
- b. Be responsible for the welfare of all children in the group.
- c. Care for rooms and equipment.
- d. Arrive by 8:30 and remain until at least 12:30 or later until the room is ready for the next day and all children have left.
- e. Provide a calendar at the beginning of each month to communicate with families about the activities for each month.
- f. Keep records as requested by the director.
- g. Secure a substitute teacher in advance of being out. Notify the director of substitutes. Be available for parent conferences. Cooperate with Sunday School teachers and others who share the rooms. Attend staff meetings and training sessions as scheduled.
- h. Conduct oneself at all times in a professional manner.

**BOONE UNITED METHODIST PRESCHOOL**  
Staff Application

Please attach a current resume.

Position being applied for: \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

Why are you interested in this position?

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Educational background:

Degree:

Institution and location:

Major:

Date:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

List past jobs, dates of employment, and reason for leaving:

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What talents, skills, hobbies, volunteer activities, or other experiences have contributed to your qualifications for this position:

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Do we have your permission to check your background for felony conviction, child abuse or neglect, court action, or official investigation? YES \_\_\_\_\_ NO \_\_\_\_\_

What do you think is the most important thing a church-related weekday program can contribute to the lives of children?

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Describe one of the most satisfying experiences you have had with children.

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List three references who can tell us about your relationship with children and your work experiences.

Name Address Phone Position

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Current church affiliation: \_\_\_\_\_

Current church activities or responsibilities: \_\_\_\_\_

Please tell us any other things you would like us to know about you in relation to this position:

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