

Day School Job Application Form

Welcome! We appreciate your interest in employment at LEAD Day School LLC. LEAD Day School aims to empower children and families for a better future by providing a safe, fun, and caring environment, establishing stimulating, multi-sensory, enriching experiences, and exposing children to a second language - Spanish/English. Our program fosters kindness, empathy, confidence, self-regulation, and self-reliance in each child.

We look forward to receiving your application.

The following checklist will assist you in your application process.

Complete/Sign

- Application

Attach the following additional items.

- Current Resume
- Essay Questions
- Copies of pertinent certificates
- Copies of college transcripts

Submit all information to LEAD Day School's Office. We will review your completed file. If a position is open and qualifications are met, the office will contact you to schedule an interview.

- Interview time set _____

Post Interview - You will be notified in writing of the decision regarding the status of your employment.



127 S Washington St,
Falls Church, VA 22046
(703)385-9282
leaddayschool.com
info@leaddayschool.com

Head Teacher/ Assistant Teacher Application

Application Date: ____/____/____ Date Available: ____/____/____

PERSONAL INFORMATION

Full Name _____ Birthday: Month ____ Day ____

Email address _____ Phone Number _____

Street Address _____

City _____ State _____ Zip Code _____

How long have you lived at the above address? _____

Additional addresses where you have resided at any time during the past two years:

Address _____

City _____ State _____ Zip Code _____ # years _____

Address _____

City _____ State _____ Zip Code _____ # years _____

POSITION DESIRED Full time Part time

Days and Hours Available _____

Position Applying For _____

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

Would you also be available to substitute?

Yes - Days/Times _____ No

COMMUNITY INVOLVEMENT

List activities, leadership positions, volunteer work, etc. that you participate in on a regular basis.

Description _____ Dates _____

Description _____ Dates _____

Description _____ Dates _____

LEAD Day School LLC does not unlawfully discriminate on the basis of race, color, gender, nationality, ethnic origin, marital status, age, military status, or disability in the admission of students or the hiring of employees. LEAD Day School LLC is an Equal Opportunity Employer (EOE).



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EDUCATION

Name of School	Location of School	Dates Attended	Degree/Diploma

EMPLOYMENT

(Provide accurate, complete employment record. Start with present or most recent employer)

Employer Name _____ Telephone _____

Employment Dates _____ Pay _____

Address _____

Name of Supervisor _____ Reason for Leaving _____

Job title/Job Description _____

Employer Name _____ Telephone _____

Employment Dates _____ Pay _____

Address _____

Name of Supervisor _____ Reason for Leaving _____

Job title/Job Description _____

Employer Name _____ Telephone _____

Employment Dates _____ Pay _____

Address _____

Name of Supervisor _____ Reason for Leaving _____

Job title/Job Description _____

PERMISSION

Administration may contact the employers listed above unless indicated below.

DO **NOT** CONTACT:

1. Employer Name _____ Reason _____

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2. Employer Name _____ Reason _____

REFERENCES

Personal Reference - Name _____ Years Known _____

Phone _____ Email address _____

Personal Reference - Name _____ Years Known _____

Phone _____ Email address _____

Professional Reference - Name _____ Years Known _____

Phone _____ Email address _____

ADDITIONAL INFORMATION

Are you eligible to work in the United States? Yes No

Have you ever been charged or convicted of a crime against a child? Yes No

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Form I-9 and present documentation establishing identity and employment eligibility.

CONSENT AND RELEASE SIGNATURE

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children work. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I understand and agree that the background check investigation company hired by LEAD Day School will verify all or part of the information I have given in application with LEAD Day School. I understand that this verification may include any inquiry into my criminal and civil records, as well as other public record information. I authorize the release of such information as may be necessary to verify the information I have provided. I release and hold harmless from all liability LEAD Day School, the background check investigation company and any individual or entity requesting or supplying information with respect to my application to work for LEAD Day School.

I hereby give my permission for LEAD Day School to obtain information relating to my criminal history record. I understand that this information will be used in part, to determine my eligibility for a position with this organization. I also understand as long as I remain an employee here, the criminal history records check may be repeated at anytime.

I sign this release as my own free act. This is a legally binding agreement, which I have read and understand.

Signature _____ Date _____

Printed Name _____

List maiden name or any other names used _____

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ESSAY QUESTIONS. Please answer the following questions.

- Provide an explanation of your teaching philosophy.
- Why do you wish to work at LEAD Day School?
- Describe your strengths and special interests that might be beneficial as a LEAD Day School employee.
- Why would a parent want to have their student in your classroom?