



THE KENWORTHY SCHOOL

Preschool Staff Position Application

PERSONAL INFORMATION					
Name				Date	
Street Address		Primary Telephone Number ()		Are you a United States Citizen or are you legally eligible to work in USA? (Legal eligibility to work is required for employment.)	Yes
City, State, Zip		Other Telephone Number ()			No
Years of Experience in School Setting		Position(s)		Ages of children	
What position are you applying for?	Kitchen Staff	Housekeeping	Other	Volunteer	
PROFESSIONAL PREPARATION AND EXPERIENCES					
What is your highest earned degree?	High School	AA	Bachelor	Other	Major Area(s)
Name of High School, College or University where this degree was earned. Please email copy of transcript from this school. (An official transcript is required when a teaching position is offered.)					
Please List Other Degrees, Certifications, Credentials					
Name of School or Institution	Degree or Credential	Year Earned	Major Area or Area of Certification, Credential		
Notes or Comments					
Please List Positions Beginning with the Most Recent. Please circle the schools we may contact for a reference.					
Position Title	Level	When	Name of Organization	Address, Phone Number	Supervisor
Where did you have your best work experience? Please explain.					
THE KENWORTHY SCHOOL NOTES					
Date of First Interview		With		Other	
COMMENTS;					
PERSONAL PEDAGOGY					

Why do you believe that you would like to work at The Kenworthy School

What will The Kenworthy School not have if you do not accept a position here?

What would you like for The Kenworthy School to know about you that we haven't asked?

What obstacles and issues would make it impossible for you to accept a position at The Kenworthy School?

I certify that all statements made by me on this application are true and complete to the best of my knowledge, and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I further understand that misrepresentation in any part of the above information may result in the cancellation of this application and, if I am already employed by THE KENWORTHY SCHOOL, may be cause for immediate termination of my employment.

I authorize THE KENWORTHY SCHOOL to check references and to investigate my personal history including a police criminal history record and a child abuse clearance check including fingerprinting.

If employed by THE KENWORTHY SCHOOL, I will comply with all the rules and regulations set forth by THE KENWORTHY SCHOOL.

I understand that as a condition of employment I am required to provide proof of US citizenship and/or authorization for work in US.

I understand that if I am responsible for a child or group of children, direct supervision of children is required at all times and that failure to comply with the direct supervision requirement can result in immediate termination.

I further agree to complete all training and certifications required to with children by The State of Texas and The Kenworthy School. Additionally, I understand that for the first ninety days my employment is on a trial basis.

I understand that my assignments and schedule may vary. I may be scheduled for as many as forty hours per week or only one hour per week.

I understand and agree that a position at THE KENWORTHY SCHOOL requires commitment to a school community including occasional evening meetings, weekend events, evening, and/or weekend training or professional development, and infrequent overnight conferences and field trips as part of my professional responsibility.

I have read all items on this application, I understand the requirements listed here, and if offered a position that I accept, I agree to participate fully and to embrace the opportunities in a positive manner.

Signature of Applicant		SSN	Date of Application	
		Proof of Citizenship		
Position Offered	Date Position Offered	Notes		
Position Accepted Yes No	Acceptance Date	Contract Details	Date Contract	Date Contract Returned
		Stipend:		
		Child scholarship:		
Background Check	Local Law Check	References Documented	Official Transcript	Health Statement
W-2 On File	CPR	Red Cross First Aid	DCF Training	Professional Development

THE KENWORTHY SCHOOL seeks diversity in both faculty and student population. Individuals of all races, ethnicities, religious preferences, and cultures are eagerly recruited and are welcome.

