

## **Kirkland Preschool Application for Employment**

*Please complete and submit this application for consideration of employment. In this application you will be asked to provide work and education history. You may submit your cover letter, resume and completed application via email: [jobs@kirklandpreschool.org](mailto:jobs@kirklandpreschool.org); or via mail: Kirkland Preschool, Employment, 802 2nd St, Kirkland, WA 98033.*

### **Contact Information**

Full Name: \_\_\_\_\_ Former Last Name (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### **Applicant Information**

Are you a citizen of the United States?  Yes  No  
If no, are you authorized to work in the U.S.?  Yes  No  
Have you ever been convicted of a felony?  Yes  No  
If yes to the above question, please explain: \_\_\_\_\_  
Have you ever been discharged by an employer?  Yes  No  
If yes to the above question, please explain: \_\_\_\_\_  
Preferred Salary: \_\_\_\_\_

### **Education**

What is your highest level of education?  
 High School  Certificate or Vocational Training  Associates Degree  
 Bachelors Degree  Masters Degree  Other: \_\_\_\_\_

### **Most Recent Higher Education**

*Please list your education starting with most recent*

School Name: \_\_\_\_\_  
Address and/or Website: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_ Did you graduate?  Yes  No  
Major/minor: \_\_\_\_\_ Units Completed: \_\_\_\_\_ Degree Type: \_\_\_\_\_

School Name: \_\_\_\_\_  
Address and/or Website: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_ Did you graduate?  Yes  No  
Major/minor: \_\_\_\_\_ Units Completed: \_\_\_\_\_ Degree Type: \_\_\_\_\_

### **High School**

School Name: \_\_\_\_\_  
Address and/or Website: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_ Did you graduate?  Yes  No

## Work Experience

Please list your employment starting with current, or most recent

1. Employer Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Dates of Employment (Starting MM/YY - Ending MM/YY): \_\_\_\_\_  
Hours worked per week: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_  
May we contact this employer?  Yes  No  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_
2. Employer Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Dates of Employment (Starting MM/YY - Ending MM/YY): \_\_\_\_\_  
Hours worked per week: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_  
May we contact this employer?  Yes  No  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_
3. Employer Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Dates of Employment (Starting MM/YY - Ending MM/YY): \_\_\_\_\_  
Hours worked per week: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_  
May we contact this employer?  Yes  No  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## Certificates, Licenses and Special Training

- Type: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Type: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Type: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## References

Please provide at minimum 3 references that do not include employers listed above

1. Reference Type:  Personal  Professional  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
2. Reference Type:  Personal  Professional  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Reference Type:  Personal  Professional

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Reference Type:  Personal  Professional

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5. Reference Type:  Personal  Professional

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Additional Questions**

Why are you interested in this position?

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What are the experiences that qualify you for this position?

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What do you hope to accomplish if selected for this position?

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What strengths do you bring to this position?

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Kirkland Preschool is a culturally diverse school. Please describe the life experiences you have had that you feel will help you be successful in this position.

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**Cover letter & Resume**

*Please submit your cover letter & resume in pdf or doc format to [jobs@kirklandpreschool.org](mailto:jobs@kirklandpreschool.org)  
Applications will not be considered without these documents.*

**Thank you**

Thank you for taking the time to complete the application process.

*I swear that the above information is true and accurate to the best of my knowledge.*

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Signature

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Print

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Date

**Please email or mail your completed application, cover letter and resume to Kirkland Preschool in order to be considered for this position.**

Email: [jobs@kirklandpreschool.org](mailto:jobs@kirklandpreschool.org)

Mailing: Kirkland Preschool, Employment, 802 2nd St, Kirkland, WA 98033