

**ST. PAUL'S EPISCOPAL CHURCH APPLICATION FORM**

201 St. Paul's Blvd., Norfolk, VA 23510

*Instructions: Type or Print clearly in black or blue ink. Answer all questions. A resume may be attached to the completed application form.*

**PERSONAL INFORMATION:**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

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

A background check is done on all hired employees. Have you been convicted of or pleaded no contest to a felony within the last five years? No \_\_\_ Yes \_\_\_ If yes, please explain:

\_\_\_\_\_

**POSITION/AVAILABILITY:** Position Applied For     NURSERY    

What date are you available to start work? \_\_\_\_\_

**EDUCATION:** Name and Address of School - Degree/Diploma - Graduation Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SKILLS AND QUALIFICATIONS:** List your skills as related to this job, training and awards

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY:**

**Present Or Last Position:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title \_\_\_\_\_

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

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Previous Position:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title \_\_\_\_\_

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

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**May We Contact Your Current and Past Employers?** Yes \_\_\_\_\_ No \_\_\_\_\_

**References:** Name / Title / Company / Address / Phone (letters may be attached if available)

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

I certify that information contained in this application is true and complete.

I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Duties and Responsibilities:**

- Arrive on time and leave the nursery with clean toys and everything put away.
- Ensure the Nursery is a safe, welcoming place for young children and infants.
- Welcome parents and children upon arrival. Give parents the opportunity to share special instructions with you (allergies, diapers, etc.)
- Be flexible in adjusting treats and activities to accommodate each child's needs.
- Follow set procedures in areas of discipline, health, safety and emotional well-being.
- Use infant and toddler curriculum to guide the day's activities
- Do other tasks as necessary to provide a safe, fun, and happy program for children.
- When the parents arrive to pick up their child be sure to tell them of their experience in the nursery that day.
- Attend Safe Church training as outlined by the Diocese.
- Meet with the Director of Christian Education on a periodic basis to review the needs and progress of the Nursery program.

**Conditions of Employment:**

Hours: 7:45am – 12:00pm on Sundays as scheduled and occasional special events during the year.

Compensation: \$15.89 per hour.

**Knowledge, Skills and Abilities:**

- Ability to communicate with parents and other church staff.
- Ability to meet and work with the Director of Christian Education as they develop guidelines for nursery workers and for the nursery environment.
- Must be able to lift 40 pounds, bend down and sit on the floor as needed.
- Knowledge and ability to work with young children, follow curriculum lesson plans, and prepare activities.
- Knowledge and follow through of diaper changing procedures.
- Knowledge of basic first aid and if possible training in CPR.

**Minimum Requirements:**

- High School Diploma or G.E.D.
- Three years of babysitting or child care experience.
- Experience in a church community.
- Pass a criminal background check.

Please send completed application to Adrienne Monahan, Director of Christian Education at [Adrienne@stpaulsnorfolk.org](mailto:Adrienne@stpaulsnorfolk.org) or via mail to 201 St. Paul's Blvd., Norfolk, VA 23510.

Application Deadline: August 22, 2022