



Summit Ridge Christian School is an “at will” employer. This means that either Summit Ridge Christian School or the employee may end the relationship and compensation at any time, without notice, and with or without cause.

Summit Ridge Christian School would like all perspective employees to be aware of requirements for employment by Summit Ridge Christian School:

- An employee who is newly hired must participate in a period of initial training by the administration and staff of Summit Ridge Christian School.
- The first 90 days of employment is an introductory period that gives the new employee and Summit Ridge Christian School an opportunity to evaluate the working relationship.
- If offered employment, proof of your legal right to work within the United States will be required.

Perspective employees need to be aware of the following requirements by Washoe County Department of Social Services for childcare employment:

- Every employee must be at least 16 year of age. For before and after program, drivers must be at least 21 years of age.
- Every employee must be “mentally and physically healthy and qualified to carry out a program which places emphasis on the development of children”.
- A work permit issued by Washoe County Human Services and a TB test are required to begin employment at the preschool only.
- Every preschool employee is required by the Department of Human Services to complete 24 credit hours in the field of Child Development on an annual basis while employed in childcare. Within the first 90 days of employment, 19 of these hours must be completed. The employee will be given information on these classes during onboarding and it is the employee’s responsibility to fulfill these requirements. Failure to complete these classes in the first 90 days may jeopardize employment.
- In addition to the county work permit requirements, Summit Ridge Christian School performs a reference check. Any false, incorrect, misleading, or incomplete information regarding references or any other information requested in this application shall result in termination of employment.

Summit Ridge Christian School was founded by Summit Christian Church in 2005 as an outreach to the community. We are open Monday through Friday, 6:30 am to 6:00 pm. The center is closed New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Veteran’s Day, Thanksgiving Day, Family Day (day after Thanksgiving), Christmas Day (with one additional day). Staff is paid for the holiday if it falls on their regular work day.

I have read and understood all the above hiring requirements of Summit Ridge Christian School.

Signature

Date



EMPLOYEE APPLICATION

7075 Pyramid Way
Sparks, NV 89436
(775) 424-5437

- Name _____ Date _____
- Address _____
- Cell Phone _____ Work phone _____
- Email address _____

Educational Achievements: (schools attended & degrees earned) Date of Completion

Continuing Education: (Courses taken & certificates earned) Date of Completion

Employment History: (Please list employment for the last ten years, starting with your current or most recent employer)

Name of Employer _____ Type of business _____

Address _____ Phone number _____

May we call you at this number? _____ Supervisor's Name _____

Your position and responsibilities _____

Dates of employment: from _____ to _____ Reason for leaving _____

Name of Employer _____ Type of business _____

Address _____ Phone number _____

Your position and responsibilities _____

Dates of employment: from _____ to _____ Reason for leaving _____

Employment History: (Continued)

Name of Employer _____ Type of business _____

Address _____ Phone number _____

May we call you at this number _____ Supervisor's Name _____

Your position and responsibilities _____

Dates of employment: from _____ to _____ Reason for leaving _____

Volunteer History: (Please list the location and phone number of the volunteer organization and the dates of your volunteer service. Include relevant volunteer positions you have held, the duties you performed in each position, and the name of your supervisor.)

Curriculum Planning Experience: _____

What special skills or talents do you have that you would consider of value in working with children?

Have you ever been convicted of or pled guilty to a crime, misdemeanor or a felony? (Including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations) NO _____ YES _____

If yes, please explain: _____

References: (individuals, other than relatives, who have known you at least three years.) References will be checked.

Name _____ Phone# _____

Name _____ Phone # _____

Name _____ Phone # _____

Waiver and Consent

I, _____, affirm that the information I have provided on this application for employment is true and correct to the best of my knowledge. I authorize Summit Ridge Christian School to verify the information I have provided on this application by contacting the references and employers I have listed, conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed on this application to provide Summit Ridge Christian School any information they may have regarding my previous work habits, dates of employment, personal character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality. I understand that false statements or material omissions of any kind during the hiring process may result in denial of employment or discharge.

In the event I become employed by Summit Ridge Christian School, I agree to abide by and be bound by the policies of Summit and to refrain from inappropriate conduct in the performance of my duties.

I understand that employment with Summit Ridge Christian School is "at will" and may be terminated at any time by myself or Summit without notice, and with or without cause.

I have read this waiver and the entire application, and I am fully aware of its contents. I hereby authorize a copy of the APPLICANT'S STATEMENT to be as valid as the original. By signing below, I agree with the above statements and sign this freely and under no duress or coercion.

Signature

Date

Have you received Jesus Christ as your personal Lord and Savior? _____

Please describe how and when you came to this decision. (if more room is needed, you may write on the back or attach a separate sheet of paper.

