



# Gateway

*Christian Education Center*

**Phone 304.727.8002 Fax 304.721.8912**  
**423 C Street Saint Albans, WV 25177**

**A. Applicant Information**

Applicant's Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Available: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Employment Seeking:    Full Time       Part Time       Desired Salary (hourly) : \$ \_\_\_\_\_

Have you applied/worked with us before?    Yes    No    If yes, when? \_\_\_\_\_

How did you hear about our organization? \_\_\_\_\_ Referral Name: \_\_\_\_\_

**B. Education**

Education	Name & Location of School	Years Attended	Did you Graduate?	Area of Study
High School				
College				
Trade, Business, or Correspondence Training				

**Special Skills or Certifications:**

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**C. Character References**

Name	Address	Phone #	Occupation
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**D. Previous Work Experience**

Company Name	Position	Supervisor	Pay Rate	Dates	Phone	Reason Leaving

**E. Essential Functions**

- a. Any difficulties standing on feet all day? YES NO
- b. Able to lift 30 pounds from floor to waist at least 10-15 times per day? YES NO
- c. Able to reach child 20-30 feet away within 15 seconds without danger? YES NO
- d. Able to crouch to child’s eye level, sit on floor, and stand? YES NO
- e. Tall enough to reach children on tall equipment? (Such as playground) YES NO
- f. Able to handle stress, tension, and exhaustion from contact with children? YES NO
- g. Able to observe, see, hear, and respond to children’s needs? YES NO
- h. Communicate effectively in the English language (Verbally and written) YES NO
- i. Able to clean up after a child vomits/bleeds/has diarrhea? YES NO

**F. Questionnaire**

- a. List five characteristics of a good daycare teacher:  
\_\_\_\_\_
- b. Name assets would you bring to our center:  
\_\_\_\_\_
- c. What part do you think social media plays in your job:  
\_\_\_\_\_
- d. On a scale of 1-10, how would you rate yourself in the following areas:
  - i. Promptness: \_\_\_\_\_

ii. Clean Appearance: \_\_\_\_\_

iii. Working With Others: \_\_\_\_\_

iv. Maintaining Records: \_\_\_\_\_

v. Work Attendance: \_\_\_\_\_

**G. Agreement**

It is understood and agreed that any misrepresentation by me on this application will be sufficient cause for cancellation of the application and/or for separation from the company if I have been employed. I consent for Gateway Christian Education Center to conduct a criminal background check and understand the results of that report may determine my employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_