



St. James' Preschool

8 Cornwall Street, NW
Leesburg, VA 20176
(703) 777-8439

APPLICATION FOR EMPLOYMENT

Please attach a copy of your resume to this application

Date: _____

School Year: 2025-2026 _____

Applying for: _____

Email Address: _____

Name: _____

Address: _____
First Middle Last

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Social Security #: _____

Have you ever been convicted of a felony or been involved with a child abuse or neglect court action or official investigation? YES: _____ NO: _____
If Yes, please explain: _____

Please list memberships in church, community or professional organizations:

References: Please give the names, email addresses and phone numbers of three (3) references who are not related to you.

1. Name: _____ Email: _____
Relationship to you: _____ Phone: _____
2. Name: _____ Email: _____
Relationship to you: _____ Phone: _____
3. Name: _____ Email: _____
Relationship to you: _____ Phone: _____

SPECIAL ORGANIZATIONS/HONORS OR TRAINING:

Employment History:

(List most recent first)

| | | | | |
|----|-------------|-------|-------------------|-------|
| 1. | Employer: | _____ | Dates Employed: | _____ |
| | Supervisor: | _____ | Phone Number: | _____ |
| | Address: | _____ | Email/Supervisor: | _____ |
| | | _____ | | |
| | Duties: | _____ | | |
| | | _____ | | |
| 2. | Employer: | _____ | Dates Employed: | _____ |
| | Supervisor: | _____ | Phone Number: | _____ |
| | Address: | _____ | Email/Supervisor: | _____ |
| | | _____ | | |
| | Duties: | _____ | | |
| | | _____ | | |
| 3. | Employer: | _____ | Dates Employed: | _____ |
| | Supervisor: | _____ | Phone Number: | _____ |
| | Address: | _____ | Email/Supervisor: | _____ |
| | | _____ | | |
| | Duties: | _____ | | |
| | | _____ | | |

Education:

College: (Degree, Location, Major, Date)

High School:

Why would you like to teach/work at St. James' Preschool?

What would you bring to SJP? (special skills, licenses/certifications, or specific qualifications relevant to the position):

We are a Christian Preschool where Christian stories, values and love of God are taught, providing children with a creative learning experience in a Christian atmosphere of love and acceptance. Please tell us a little about how you will you convey these principles to our students and their families?

By signing this application, you are certifying that all the information is true and correct. Any discrepancies could cause your application or employment to be denied.

Signature

Date