

# Montgomery Street Preschool

## Employment Application

Montgomery Street Preschool is a fully licensed preschool program serving the Knoxville area with classes for 2-5 year olds. We are a faith-based program of the First United Methodist Church and are governed by a preschool board consisting of parents, church members and interested community persons.

Please complete the following application and email or mail it to Katie Bishop, MSPS Director **by June 30, 2025**:

Montgomery Street Preschool  
c/o First United Methodist Church  
313 E. Montgomery St.  
Knoxville, IA 50138  
Email: [mspschool@hotmail.com](mailto:mspschool@hotmail.com)

### Description of position:

The position is for an assistant teacher in our 2-year-old and 4-year-old classes. The primary emphasis will be on the 4-year-old class which is Monday through Thursday. This is a part-time position, guaranteed 20 - 30 hours per week. The starting pay rate is \$14.00/hr. Base hours will be from 8:00 am to 11:15 am Monday through Friday. There is also an afternoon class from 12:10 to 3:10 Monday through Thursday. Start date will be August 1, 2025. Full job description available upon request. Applicant must pass a background check before hiring is complete.

# APPLICATION FOR EMPLOYMENT

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## **PERSONAL INFORMATION**

DATE OF APPLICATION: \_\_\_\_\_

**Name:**

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

**Address:**

\_\_\_\_\_  
Street

\_\_\_\_\_  
(Apt)

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip

**Contact Information:** (     )

\_\_\_\_\_  
Home Telephone

(     )

\_\_\_\_\_  
Mobile

\_\_\_\_\_  
Email

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**POSITION SOUGHT:** \_\_\_\_\_

**Available Start Date:** \_\_\_\_\_

**Desired Pay Range:** \_\_\_\_\_  
By Hour

**Are you currently employed?** \_\_\_\_\_

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## **EDUCATION**

**Name and Location**

**Graduate? – Degree?**

**Major / Subjects of Study**

High School

Trade School/Community College

University/College

Other Training Relevant to Position

**For the questions below, please add additional pages as needed.**

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**How did you hear about our preschool?**

**Please list your background in ECE (Early Childhood Education) including any relevant experience working with children.**

**What is your philosophy of preschool education?**

**List your experience with preschool aged children and any special skills you have that could be of use to the preschool.**

**Montgomery Street Preschool is a ministry of the First United Methodist Church. Please comment on your perspective about a church sponsored program.**

## **PREVIOUS JOB EXPERIENCE**

Please list beginning with the most recent and attach additional as needed.

<b>Dates Employed</b>	<b>Company Name</b>	<b>Location</b>	<b>Role/Title</b>

**Job notes, tasks performed and reason for leaving:**

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**Job notes, tasks performed and reason for leaving:**

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Can your previous employers be contacted?    ☐ Yes    ☐ No

If no please explain:

**Please attach at least 3 references. References will be called by the hiring committee.**

Before an application for employment can be finalized, the chosen candidate for the position must pass a background check completed by DCI and must also pass a national background check by fingerprints through the FBI. Not passing either of these checks will eliminate a candidate from being accepted for this position due to the guidelines required by the State of Iowa.

The above statement is understood.

Signed \_\_\_\_\_ Date \_\_\_\_\_