



Application for Employment

Please attach a current resume and cover letter detailing educational background, relevant experience, special interests and talents. Two professional references will also be required following an interview. Applications can be faxed to (301) 299-0165, Attn: Human Resources, or mailed to the main office, GHES 8311 Bells Mill Road Potomac, MD 20854

Today's Date _____

Name _____
First
Last
Nickname, if any

Home Address _____

Phone Numbers _____
Home
Cell Phone

E-mail Address _____

How did you hear about GHES? _____

Date of Birth _____ Desired Start Date _____

Position(s) applying for (circle): *Head Teacher* *Team Teacher* *Assistant* *Specialist*
Administrator *Camp Counselor* *Bus Driver* *Other* _____

For teaching positions, please circle desired age-group range(s):

Infants/Toddlers *Twos/Threes* *Pre-K/Kindergarten* *School-Age*

Desired schedule and hours/week _____
Indicate minimum and maximum hours/week

Salary expectations _____

Campus Preference(s): *Bells Mill/Potomac* *Woodley Gardens/Rockville*
NRC/North Bethesda *Darnestown* *Washington, DC*

Are you able, at the time of employment, to submit verification of your legal right to work in the United States? _____

Have you ever been convicted of a felony? _____

Please indicate your qualifications:

____ High school diploma, or expected graduation date: _____

____ 45-hour certification (MCCA): ____ Infants/Toddlers ____ School-Age

____ 90-hour certification (MCCA)

____ Commercial Driver’s License (CDL)

____ Child Development Associate (CDA)

____ College credits earned: _____

____ College degree earned: _____

____ Graduate credits earned: _____

____ Graduate degree earned: _____

____ Other: _____

Please briefly describe your experience in working with young children.

Thank you for your interest in becoming part of the Georgetown Hill family. We will contact you if we would like to set up a time to meet in person. Good luck in your career as an early childhood educator!