

Dear Applicant,

Thank you for your interest in applying for a position at OUUMC Discovery Day School and / or First Discoveries.

Our goal is to hire and retain knowledgeable, nurturing and professional teachers, assistants. Quality staff members dedicated to providing each and every child in our program with a positive preschool experience are vital to our philosophy and to the success of OUUMC Preschool Programs.

Before completing your application, please read the program information below and contact me if you have any questions.

Sincerely,



Dusti Maroney

Director of OU Preschool Programs

DISCOVERY DAY SCHOOL (DDS) and FIRST DISCOVERIES (FD)

- DDS school year runs mid-August through mid-May. FD runs September through mid-May. DDS / FD closely follow local school districts for holidays. Except for two weeks of DDS summer camp, we have no summer programs.
- DDS Teachers and Assistants arrive by 8:10 am and may leave at 12:30pm. DDS Children arrive between 8:30-8:45 AM and leave between 11:45 - 12:00 noon.
- FD accepts children aged 20 months to 35 months. Potty-training is not a requirement. FD children come two days/week (Monday/Wednesday or Tuesday/Thursday) or four days/week (Monday through Thursday).
- DDS serves only children who are potty-trained and verbal. DDS Pre-kindergarten students are three or four years old by September 1 and attend Monday - Friday.
- DDS lead teachers are certified teachers and/or have a degree in education or a child-related field. DDS assistant teachers, FD lead and assistant teachers are not required to have a background in early childhood, though some do.
- All staff attend teacher workdays prior to the start of the school year and at the end of the year. FD staff attend approximately one after-school faculty meeting per month for an hour or less. DDS staff attend approximately one after-school faculty meeting of an hour or slightly more each month. DDS staff also attend an after-school planning meeting every six weeks, usually for an hour. All meeting dates are pre-set. Staff members must attend meetings which pertain to their program.
- All staff are required to provide an Immunization Form 121 showing two MMR vaccinations and complete paperwork provided by the Preschool Office, including FBI Fingerprinting and a background check through the Child Abuse Registry.



OUUMC PRESCHOOL PROGRAMS

EMPLOYMENT APPLICATION

(Please attach a resume, diploma or other documentation of your highest level of education, and a photocopy of your COVID-19 vaccination card. Incomplete applications will not be considered.)

NAME: _____

ADDRESS: _____

E-MAIL: _____

OFFICE USE ONLY:

Date received _____

Form Status: ☐ Complete ☐ Incomplete

NOTES: _____

Emp. Dates: _____ to _____

NTO: _____

PHONE: _____

HAVE YOU LIVED IN ANOTHER STATE IN THE LAST FIVE YEARS? ☐ Yes ☐ No

If yes, please list that address(es): _____

FOR WHICH POSITION(S) ARE YOU APPLYING?

Discovery Day School lead teachers must have a degree in early childhood, elementary education, or another child-related field. Applicants without a related degree should apply for FD positions or DDS assistant.

FIRST DISCOVERIES

☐ Monday/Wednesday mornings

☐ Tuesday/Thursday mornings

☐ Monday through Thursday mornings

☐ lead teacher

☐ assistant teacher

DISCOVERY DAY SCHOOL

☐ Monday through Friday mornings (3- or 4-year-olds)

☐ lead teacher

☐ assistant teacher

Why are you applying to teach at FD / DDS?

EDUCATION

Highest Level of Education: _____ Graduation Date: _____ Degree: _____

Education Institution's Name & Location: _____

WORK EXPERIENCE

You must include present or most recent work experience.

EMPLOYER: _____

(Name of the Organization, Company or School)

EMPLOYER ADDRESS: _____

YOUR POSITION: _____

EMPLOYMENT DATES: _____

JOB DESCRIPTION:

SUPERVISOR'S NAME: _____ SUPERVISOR'S TITLE: _____

SUPERVISOR PHONE: _____ SUPERVISOR EMAIL: _____

REASON FOR LEAVING:

WORK EXPERIENCE *(continued)*

EMPLOYER: _____

(Name of the Organization, Company or School)

EMPLOYER ADDRESS: _____

YOUR POSITION: _____ EMPLOYMENT DATES: _____

JOB DESCRIPTION:

SUPERVISOR'S NAME: _____ SUPERVISOR'S TITLE: _____

SUPERVISOR PHONE: _____ SUPERVISOR EMAIL: _____

REASON FOR LEAVING:

EMPLOYER: _____

(Name of the Organization, Company or School)

EMPLOYER ADDRESS: _____

YOUR POSITION: _____ EMPLOYMENT DATES: _____

JOB DESCRIPTION:

SUPERVISOR'S NAME: _____ SUPERVISOR'S TITLE: _____

SUPERVISOR PHONE: _____ SUPERVISOR EMAIL: _____

REASON FOR LEAVING:

VOLUNTEER EXPERIENCE

REFERENCES

*List individuals who have known you for at least three years and are not related to you by blood or marriage.
One must be the supervisor of your most recent employment.*

NAME & TITLE: _____ EMAIL: _____

COMPANY/SCHOOL: _____ PHONE: _____

RELATIONSHIP: _____ HOW LONG HAVE YOU KNOWN EACH OTHER? _____

REFERENCES *(continued)*

NAME & TITLE: _____ EMAIL: _____

COMPANY/SCHOOL: _____ PHONE: _____

RELATIONSHIP: _____ HOW LONG HAVE YOU
KNOWN EACH OTHER? _____

NAME & TITLE: _____ EMAIL: _____

COMPANY/SCHOOL: _____ PHONE: _____

RELATIONSHIP: _____ HOW LONG HAVE YOU
KNOWN EACH OTHER? _____

Have you ever been convicted of, or pled guilty to, a crime, either a misdemeanor or a felony, including but not limited to drug-related charges, child abuse, or any violent crime? ☐ Yes ☐ No

If yes, please explain:

I confirm that the information I have provided is true, complete and accurate.

SIGNATURE: _____

DATE: _____