

**Covenant Community Preschool**  
**Telephone 704-616-9253**  
**APPLICATION for EMPLOYMENT**

CCP is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin, and any other protected status.

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

Last \_\_\_\_\_ First \_\_\_\_\_ preferred name \_\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ E-mail \_\_\_\_\_

Home phone \_\_\_\_\_ Driver's License Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

Emergency contacts (someone not living with you, 2 names required):

(1)

Name	Phone	Relationship
(2) _____	_____	_____

(2)

Name	Phone	Relationship
_____	_____	_____

Work Experience- \_\_\_\_\_

Most recent employer(s):

(1)

Name	Address	Phone #	date and length of employment
(2) _____	_____	_____	_____

(2)

Name	Address	Phone #	date and length of employment
_____	_____	_____	_____

Give three references, including personal and professional:

(1)

Name	Address	Phone #	personal or professional
(2) _____	_____	_____	_____

(2)

Name	Address	Phone #	personal or professional
(3) _____	_____	_____	_____

(3)

Name	Address	Phone #	personal or professional
_____	_____	_____	_____

Education: List high school, undergraduate and graduate colleges in order attended.

(1)

Name of School & Location	Dates Attended	course of study	Degree Earned
(2) _____	_____	_____	_____

(2)

Name of School & Location	Dates Attended	course of study	Degree Earned
(3) _____	_____	_____	_____

(3)

Name of School & Location	Dates Attended	course of study	Degree Earned
_____	_____	_____	_____

Please make a written statement on the back of application of what you consider the values to be of a Church sponsored school.

Date \_\_\_\_\_ Signature \_\_\_\_\_ Applicant's Signature certifies all the information on the application is true and factual.

## **CCP STAFF REQUIREMENTS**

- Complete an employment application and attend a staff orientation.
- abide by the goals and philosophy of the school.
- supply NC driver's license and Social Security card
- provide a copy of Diploma/ Certificate /Transcript from the most recent degrees completed.
- agree to have a background-record check

### **Bookkeeper Job Responsibilities:**

Maintains records of financial transactions; posting transactions.

### **Bookkeeper Job Duties:**

- Use Pro-care software to enter family data, employee data, payroll, expenses and income.
- Submit and review new employee background checks
- Write checks for expenses and payroll.
- Prepare and drop off deposits at bank.
- Monthly family statements, late notices and collections.
- Maintains and posts transactions in management software
- Balances account by reconciling entries with bank statement.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Maintain donor information, tax notices, explore donor software packages.
- Explore and assist in grant writing and fundraising opportunities.
- Contributes to team effort by accomplishing related results as needed.

### **Bookkeeper Skills and Qualifications:**

Pro-care management system, Data Entry Skills, Accounting, Attention to Detail, Confidentiality, Thoroughness