



CITY OF MARINE CITY

303 S WATER ST.
MARINE CITY, MI 48039
PHONE (810) 765-8846 • FAX (810) 765-1040

Classroom Assistant

The City of Marine City is currently looking for a qualified classroom assistant to help teach our Creative Kids Preschool Program.

Our Creative Kids Preschool Program is a unique and creative program that promotes play based learning to help enhance social and cognitive skills in a safe, fun-filled environment. The chosen applicant will be responsible for helping to create and implement a play based program that meets the unique educational needs of each child. The classroom assistant will work directly with a Program Instructor to ensure the successful operation of the classroom.

The classroom assistant must be able to help:

- Teach basic skills such as colors, shapes, number and letter recognition, and social skills.
- Enforce rules for behavior.
- Provide a variety of materials for children to use, both for learning and imaginative play.
- Help organize and facilitate activities that promote physical, mental and social development.

When you join our program you will:

- Help implement the Creative Kids curriculum in a manner that is consistent with the needs of each child.
- Create a safe and nurturing environment where children are able to learn and play.
- Must engage with parents with a shared desire to provide the best education for the child.
- Work directly with a program instructor to develop and implement a successful curriculum.
- Foster positive relationships with the children, the families and the community.

Required Skills and Experience:

- A love for children and the ability to create an environment where play based learning occurs.
- Outstanding customer service skills, strong organizational skills, and the ability to manage multiple situations effectively
- CPR and First Aid Certification or willingness to obtain
- 1+ year Early Childhood Education Experience (preferred)
- Must be able to utilize a computer and be Microsoft Office Proficient.
- Must be physically able to lift a minimum of 50lbs and work both indoors and outdoors.
- Ability to speak, read, and write English.

The City of Marine City is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, military or veteran status, gender identity or expression, or any other basis protected by local, state, or federal law.



City of Marine City
An Equal Opportunity Employer
303 S. Water St. Marine City, MI 48039
Phone: (810) 765-8846 Fax: (810) 765-4010 MCInfo@marinecity-mi.org

Application for Employment Pre-Employment Questionnaire

Personal Information

Name (last name first): _____ Date: _____
Are you 18 years or older?: YES NO
Present Address: _____
Permanent Address: _____
Home Phone: _____ Cell Phone: _____
Are you prevented from lawfully becoming employed in this country because of visa or immigration status?
 YES NO

Employment Desired

Position: _____ Start Date: _____ Salary Desired: _____
Are you currently employed? YES NO
May we inquire of your current employer: YES NO
Have you applied at Marine City previously? YES NO
Where: _____ When: _____
Referred by: _____

Education	Name & Location of School	No. of years attended	Did you graduate?	Subjects Studied
High School				
College				
Trade/Business School				

General

Subjects of special study or research work: _____
Special Skills: _____
Activities: (civic, athletic, etc.) Exclude organizations, the name of which indicates the race, sex, age, marital status, color or nation of origin of its members.
US Military or Naval Service: _____ Rank: _____
Present membership in National Guard or Reserves: _____

Former Employers (list below last three employers, starting with the last one first)

Date Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
Which of these jobs did you like best? _____				
What did you enjoy most about this job? _____				

References: (Give the name of three persons not related to you, whom you have know at least one (1) year.)

Name	Address	Business	Years Acquainted
1)			
2)			
3)			

I understand and agree that:

1. Any material misrepresentation or deliberate omission of fact in my application may be justification for refusal or, or if employed, termination from employment.
2. It is my understanding that the City of Marine City will make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the City of Marine City and I release from liability any person giving or receiving such information. I understand that falsification of data so given or other derogatory information discovered as result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal. And I specifically waive written notice from former employers.
3. I further understand that this is an application for employment and that no employment contract is being offered.
4. I understand that if I am employed, such employment is for an indefinite period of time and that the City of Marine City can change wages, benefits and conditions at any time.
5. I have read and understand the above.
6. I certify that all statements made in this application for employment are true, complete and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Interviewed by: _____ Date: _____

Remarks: _____

Neatness: _____ Ability: _____

Hired: ___ YES ___ NO Position: _____ Salary/Wage: _____ Start Date: _____