



# CITY OF MARINE CITY

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

## **Program Instructor**

The City of Marine City is currently looking for a qualified instructor to 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 creating and implementing a play based program that meets the unique educational needs of each child. The instructor will work directly with a classroom assistant to ensure the successful operation of the classroom.

The Instructor must be responsible for and capable of:

- Teaching basic skills such as colors, shapes, number and letter recognition, and social skills.
- Establishing and enforcing rules for behavior.
- Providing a variety of materials for children to use, both for learning and imaginative play.
- Organizing and leading activities that promote physical, mental and social development.
- Overall child assessment
- The ability to meet with the child's guardian(s) to discuss the child's progress and evaluate the child's development.

## **When you join our program you will:**

- 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 classroom assistant 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
- Must possess a Bachelor's Degree in Early Childhood Development
- 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.



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**An Equal Opportunity Employer**

303 S. Water St. Marine City, MI 48039

Phone: (810) 765-8846 Fax: (810) 765-4010 [MCInfo@marinecity-mi.org](mailto: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: \_\_\_\_\_

<u>Education</u>	<u>Name &amp; Location of School</u>	<u>No. of years attended</u>	<u>Did you graduate?</u>	<u>Subjects Studied</u>
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:

- Any material misrepresentation or deliberate omission of fact in my application may be justification for refusal or, or if employed, termination from employment.
- 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.
- I further understand that this is an application for employment and that no employment contract is being offered.
- 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.
- I have read and understand the above.
- 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: \_\_\_\_\_