



**SONFLOWER**

**CHRISTIAN PRESCHOOL**

Just as the sunflower follows the sun,  
let us follow the Light of the World

## **Employment Packet**

Hello and welcome to Sonflower Christian Preschool

We are so excited to begin working with you at our special program. Sonflower Christian Preschool is a Christian Preschool committed to introducing children aged 2 ½ to 5 years to our loving Saviour, Jesus Christ and the amazing grace of God. We believe in partnering with families to educate the whole child - soul, mind, and body - in a loving Christian environment. As a part of this team we all have a responsibility to share with each student and family the Light of the World. Let all of the Sonflower Christian Preschool Staff put on a heart of compassion, kindness, humility, gentleness and patience (Col. 3:12).

Our school is a non-profit organization that is ran by a Board of Directors. The Board of Directors meets monthly to support the preschool program. Sonflower Christian Preschool operates a full day program 4 days a week with a part day program on Fridays. Our program provides a safe environment where students can learn in a variety of environments including a rich outdoor schoolyard. All students have the opportunity to engage in play-based learning as well as small group activities that target specific developmental skills. Teachers provide a variety of play-based activities in all child developmental domains. Sonflower Christian Preschool provides training opportunities and ongoing education to further the skills and techniques of all staff.

We look forward to welcoming to our community. If you should have any questions during the application process please contact the Director, Tiffany Chacon at (970) 289-2800.

Blessings,  
Sonflower Christian Preschool

# Instructions for Completing Employment Packet

1. Complete Employee Application
2. Complete the CBI Background Check
3. Complete form W-4
4. Complete form I-9
5. Review Employee Handbook and Sign Handbook Acknowledgement Form
6. Return all paperwork to Director

# Sonflower Christian Preschool Employee Application

Name \_\_\_\_\_  
First
Middle
Last

Date of Birth \_\_\_\_\_ Gender  Male  Female

Address \_\_\_\_\_  
Street
City
State
Zip

Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
Name
Phone Number

## Employment History (Most recent first)

1. Company/Organization \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_  
(mm/yy)
(mm/yy)

Duties \_\_\_\_\_

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May we contact this employer?  Yes  No

2. Company/Organization \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_  
(mm/yy)
(mm/yy)

Duties \_\_\_\_\_

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May we contact this employer?  Yes  No

3. Company/Organization \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_  
(mm/yy) (mm/yy)

Duties \_\_\_\_\_

May we contact this employer?  Yes  No

### References

Please list 3 professional or personal references

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

3. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

### Related Certificates/Education

College \_\_\_\_\_ Area of Study \_\_\_\_\_

Degree \_\_\_\_\_ Year Completed \_\_\_\_\_

Organization \_\_\_\_\_ Area of Study \_\_\_\_\_

Certificate \_\_\_\_\_ Year Completed \_\_\_\_\_

Organization \_\_\_\_\_ Area of Study \_\_\_\_\_

**Position Applying for** \_\_\_\_\_

**Availability**

Monday	Tuesday	Wednesday	Thursday	Friday

Part Time

Full Time

Why are you interested in working for Sonflower Christian Preschool?

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List 6 qualities that describe you

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_

**Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly.**

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name Printed \_\_\_\_\_

# Direct Deposit Of Payroll Authorization Agreement

Sonflower Christian Preschool  
1775 Florida Road  
Durango, CO 81301  
Phone (970) 289-2800

Employee Name \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Routing Number \_\_\_\_\_

\*Important Note: The employee is responsible for contacting his/her bank or financial institution to confirm the bank routing number and account number. The employee is also responsible for notifying Payroll immediately if the deposit bank changes or account number changes.

## Deposit to:

Checking Account Number \_\_\_\_\_

**OR**

Savings Account Number \_\_\_\_\_

I hereby authorize Sonflower Christian Preschool and the depository named above to initiate direct deposit (credit) entries and correction (debit entries to the depository account listed above. This authorization will remain in effect until the Director of Sonflower Christian Preschool receives written notification from me at least 30 days prior to the effective date of the termination.

**Please attach a voided personalized check to this form for checking account request.**

I authorize Sonflower Christian Preschool to send my monthly payroll direct deposit slip to the following:

Email address \_\_\_\_\_

I understand and agree that it is my responsibility to inform Sonflower Christian Preschool in writing should my e-mail address change.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PAYROLL USE ONLY

Date entered \_\_\_\_\_ Initials \_\_\_\_\_

# Sonflower Christian Preschool Employee Handbook Acknowledgement Form

Sonflower Christian Preschool wants you to be informed and knowledgeable of the principles and guidelines that directly relate to your employment here in our program. It is an expectation that each employee read the material included in the employee handbook. Should you have any questions, please feel free to contact your center director at (970) 289-2800.

Please sign and return this form, acknowledging that you have both received and read the Employee Handbook.

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Signature of Employee

Date

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Employee Name (Please Print)

**Please return this form along with your employment forms**



# Contract for Payment of Training and Ongoing Education

Sonflower Christian Preschool wants to provide all staff with the training and education required to provide a high quality environment for all students. Sonflower Christian Preschool will pay for the required trainings that allow staff to legally be present in the classroom. Sonflower Christian Preschool will also pay for ongoing training and education to enhance teacher skills. Each training will be covered by Sonflower Christian Preschool under the condition that you, the employee, will work for 10 months following the training. In the event that your employment with Sonflower Christian Preschool is terminated by either SCS or yourself, you, the employee, will be responsible for the cost of all trainings. This cost will be deducted from the employees final pay check or billed to the employee. All employees have the option to pay for their own training as well per training. By signing below you agree to the conditions outlined above.

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Employee Signature

Date

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Employee Name (Please Print)