



## The Application Process



In complete, the following application data must be submitted to:

**Janice Green, Director  
Main Street Day Care/Preschool  
Main Street United Methodist Church  
202 North Main Street  
Suffolk, VA 23434**

- 1. COMPLETE APPLICATION** - Complete application materials include the completed application form, a current resume, and the completed Christian Testimony form.
- 2. THREE ACCEPTABLE REFERENCES**- Reference forms are included in your application and should be given to the persons listed on the application (non-family). Completed reference forms should be submitted with the application in a sealed envelope.
- 3. TUBERCULOSIS CERTIFICATE**- Upon an offer of employment, proof of negative tuberculin test must be provided. (Must be dated within one (1) year of hire date.)
- 4. CRIMINAL BACKGROUND INVESTIGATION**- Upon an offer of employment, a criminal history investigation will be required. A search of the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services is required as a condition of employment for all new employees.
- 5. OFFICIAL TRANSCRIPTS**- Unofficial transcripts will not be accepted.

**To continue the mission and purpose of Main Street United Methodist church, the Program Director must profess Jesus Christ as Lord and Savior. The Program Director must be actively involved in a protestant church.**

**Main Street Day Care and Preschool is fully licensed as a child day center by the State of Virginia.**