



Peninsula Children's Center Executive Director Recruitment Application Instructions

Completed applications must include:

- A cover letter summarizing why you are interested in and are qualified for the position
- A resume, no more than two pages in length
- Responses to the following supplemental questions, totaling no more than one page in length:
 1. When you start a new job with new responsibilities, what are the three most important tasks you try to accomplish in the first thirty days? Why?
 2. What is your salary history for the past 7 years? What are your current salary and benefit requirements?
 3. How did you hear about Peninsula and this position?

Please email your application materials to HR@Penchild.org inserting "ED Recruitment" in the subject line.

Completed applications must be received no later than midnight on Tuesday, July 6, 2010. The Peninsula Children's Center Board of Directors reserves the right to extend the deadline without notice if deemed necessary.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!

Questions should be directed to Bonnie Morris at bnbmorris@comcast.net using "ED Recruitment" in the subject line.

Peninsula Children's Center does not discriminate in its staff, board, volunteers, volunteer committee, or services on the basis of a person's race, religion, sex, sexual orientation, age, national origin, ancestry, marital status, veteran status, mental or physical disability, or any other status prohibited by applicable law.