



**Application for Employment**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State/Zip

Mailing Address (if different from above): \_\_\_\_\_  
Street City State/Zip

Previous Address (if less than five years): \_\_\_\_\_  
Street City State/Zip

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Church Membership: \_\_\_\_\_ Christian:  Yes  No

Church involvement/activities: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

Have you ever been convicted of child abuse?  Yes  No

In case of emergency please notify: \_\_\_\_\_  
Name

\_\_\_\_\_ Address \_\_\_\_\_ Phone

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

Name of Insured: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

List children's names and ages: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATIONAL PREPARATION**

<b>Name of School</b>	<b>Address</b>	<b>Dates &amp; Field of Study</b>	<b>Year of Graduation &amp; Degree</b>
High School:			
Undergraduate:			
Graduate:			
Special Courses/Training:			

**REFERENCES**

List three references with firsthand knowledge of your skills. Give one work experience, one education, and one character reference. List no relatives.

<b>Name</b>	<b>Address</b>	<b>Title/Position</b>	<b>Telephone</b>	<b>Yrs.</b>

List any professional organizations to which you belong: \_\_\_\_\_

\_\_\_\_\_

List any volunteer work you have done with children, community activities and/or organizations to which you belong: \_\_\_\_\_

\_\_\_\_\_

List any special talents or skills you have in art, music, drama, etc., and honors earned: \_\_\_\_\_

\_\_\_\_\_

Do you drive a car?  Yes  No

When are you available to start work? \_\_\_\_\_

On separate sheets of paper, please complete each of the following:

1. Write your testimony.
2. State your philosophy of education.
3. Why are you applying for this position?
4. What do you regard as the main tasks of the position for which you are applying?

**Affirmative Action Survey**

Government agencies require periodic reports on the sex, ethnicity, handicapped, and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

**Check one:**  Male  Female

**Race/Ethnic Group:**  White  Black  Hispanic  Other  
 American Indian/Alaskan Native  Asian/Pacific Islander

**Check if applicable:**  Vietnam Era Veteran  Disabled Veteran  Handicapped

**Applicant's Statement**

I am aware that a criminal history record check is made on all Academy employees. I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview may result in termination. I understand also that I am required to abide by all rules and regulations of Celina Christian Academy.

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature of Applicant

**For Director's and Committee's Use Only**

Arranged Interview:  Yes  No

Remarks: \_\_\_\_\_

Interview Report: \_\_\_\_\_

Employed:  Yes  No      Date of Hire: \_\_\_\_\_      Hourly rate/salary: \_\_\_\_\_

Job Title: \_\_\_\_\_      Class or Age Group: \_\_\_\_\_