



EMPLOYMENT APPLICATION FORM

PLEASE COMPLETE ALL INFORMATION REQUESTED IN PRINT (PAGES 1-5), EXCEPT SIGNATURE	
<i><u>NOTE: APPLICANTS WILL BE REQUIRED TO COMPLETE A BACKGROUND CHECK & FINGERPRINTING SCREENING.</u></i>	
Date:	
Name:	
Last	First
Middle	Maiden
Present Address:	
Number	Street
City	State
Zip	
How Long:	Social Security No.:
Telephone:	
If under 18, please list age:	
Position Applied For:	Days/Hours Available to Work:
Salary Desired:	No Pref _____ Thur _____ Mon _____ Fri _____ Tue _____ Sat _____ Wed _____ Sun _____
How many hours can you work weekly?	Can you work nights?
Employment Desired: <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME	
When available for work?	

EDUCATION & OTHER INFORMATION				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NO. OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Have you ever been convicted of a crime?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.			
Do you have a driver's license?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is your means of transportation to work?			
Driver's License Number:		State of issue:	
<input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL) <input type="checkbox"/> Chauffeur			
Expiration Date:			
Have you had any accidents during the past three years?			How many?
Have you had any moving violations during the past three years?			How Many?

OFFICE ONLY			
Typing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM	10-key <input type="checkbox"/> Yes <input type="checkbox"/> No
			Word Processing <input type="checkbox"/> Yes <input type="checkbox"/> No
			_____ WPM
Personal Computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	PC <input type="checkbox"/> Mac <input type="checkbox"/>	Other Skills:
Please list two references other than relatives or previous employers.			
Name:		Name:	
Position:		Position:	

Company:	Company:
Address:	Address:
Telephone:	Telephone:

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to add any additional information necessary to describe your full qualifications for the specific position for which you are applying.

MILITARY

Have you ever been in the armed forces?

Yes No

Are you now a member of the national guard?

Yes No

Specialty:

Date Entered:

Discharge Date:

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

JOB ONE

Name of Employer:	Name of Last Supervisor	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

JOB TWO

Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

JOB THREE			
Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact your present employer?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Did you complete this application yourself?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If not, who did?			

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Word of Faith Christian Academy (hereinafter called “the Company”), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Word of Faith Christian Academy, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Principal. Both the undersigned and Word of Faith Christian Academy may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations if applicable.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

I understand that Word of Faith Christian Academy is committed to providing equal opportunity in all employment practices, to all qualified applicants and employees without regard to age, race, color, national origin, sex, or disability, or any other category protected by Federal, State, or local law. The Civil Rights Act of 1964 exempts Word of Faith Christian Academy, a religious organization against discrimination in employment on the basis of religion because Word of Faith Christian Academy is a Christ-centered, academic institution that bases its policies, procedures, and philosophy of business on Biblical principles. I confirm that the information given by me on this application and during the interview process is accurate and complete in all respects. All information requested in the application and hiring process will be provided on a timely basis. If information is found to be false, misleading, or unsatisfactory in any respect, I agree that I may be disqualified from consideration for employment or subject to dismissal if discovered after I am hired. I also recognize Word of Faith Christian Academy as an “at-will” employer.

Signature of Applicant

Date:

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

POST EMPLOYMENT INFORMATION FORM

TO BE COMPLETED AFTER EMPLOYEE HAS BEEN HIRED

Height: ft. in.	Weight:	Birth Date:	
Married <input type="checkbox"/> Yes <input type="checkbox"/> No If Married, How Long? <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
Full Name of Spouse:		Spouse Occupation:	
Name of Company:		Telephone:	
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY			
Name:		Telephone:	
Address:		Relationship:	
FOR INSURANCE PURPOSES ONLY: LIST ALL DEPENDENTS			
Name:	Relationship:	Birth Date:	SSN:
TO BE COMPLETED BY EMPLOYER			
Date of Employment:	Job Title:	Dept.:	
Location:	Rate of Pay:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Salaried	
Applicant's signature acknowledging above information:			
Drug Test Confirmation Number:			
Name of Person Verifying Information:			
Name of Person Authorizing Employment:			