

# *Christ Church School*

## *Application For Employment*

<b>Please Print</b>				
Last Name	First Name	Middle Initial	Social Security Number	
Address	City	State	Zip Code	Phone Number (    )
Position or Type of Work Applied For				
<b>General Information</b>				
Are you applying for Full Time _____, Part Time _____, or Temporary _____ work?				
What days and hours are you available to work? _____				
On what date are you available to start work? _____				
What languages do you speak, read, or write fluently? _____				
If hired, can you verify that you have the legal right to work in United States? Yes _____ No _____				
Do you have any special skills, training, or experience which may help you qualify for employment? Yes _____ No _____ If so, please explain _____ _____				
Do you have any certificates or licenses which may help you qualify for employment? Yes _____ No _____ If so, please list and submit copy/copies _____ _____				
Do any of your relatives work for this school/church? Yes _____ No _____ If so, who? _____				
Have you applied for work at this school before? Yes _____ No _____ If so, when? _____				
Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? Yes _____ No _____ If so, please explain (NOTE: Conviction will not necessarily disqualify applicant) _____ _____				
<b>Educational Background</b>				
<u>Type of School</u>	<u>Name and Address</u>	<u>How Many Years Attended</u>	<u>Graduated</u>	<u>Course or Major</u>
High School			Yes ___ No ___	
College			Yes ___ No ___	
Post Graduate			Yes ___ No ___	
Business			Yes ___ No ___	
Other			Yes ___ No ___	

### Employment Experience

Please start with your most recent job and include all periods of employment, self-employment, job-related military service, and volunteer work.

From	Employer's Name/Address/Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving

Describe the Work You Did

From	Employer's Name/Address/Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving

Describe the Work You Did

From	Employer's Name/Address/Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving

Describe the Work You Did

May we contact the employers listed above? Yes\_\_\_\_ No\_\_\_\_ If not, please indicate which ones you do not wish us to contact\_\_\_\_\_

### Personal References

Please do not list relatives or former employers.

Name and Occupation	Address	Phone Number
1. _____ _____	_____ _____	(    )
2. _____ _____	_____ _____	(    )
3. _____ _____	_____ _____	(    )

### Certification and Acknowledgment

I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, falsified statements on this Application for Employment form will be considered grounds for termination.

I authorize the school to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the school any and all information they may have concerning my previous employment. In addition, I hereby release the school, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of, or in any way related to, such disclosure.

I acknowledge that, prior to or during my employment, the school may require any legal testing and/or examination, including but not limited to medical, physical, drug and/or alcohol, psychological, and skill and aptitude.

I also acknowledge that, if employed, both the school and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout my employment with the school and may not be modified by any oral or implied agreement.

Applicant's Signature

Date