

# PROMISE CHRISTIAN ACADEMY

## Employment Application



*Kirk of the Hills is an equal opportunity employer and does not discriminate on the basis of race, color, gender, age, disability, nationality, or ethnic origin in the administration of its hiring practice.*

### APPLICANT INFORMATION

Last Name				First			M.I.	Date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Primary Phone				E-mail Address						
Date Available to work							Desired Salary			
Position Applied for:										
Can you provide proof that you are legally authorized to work in the U.S.?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>						
If you are under 18 years of age, can you provide require proof of your eligibility to work?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>						
Have you ever worked for this company?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If so, when?					
Have you ever been convicted of a felony?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If yes, explain					

### EDUCATION

High School				Address							
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree		
College				Address							
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree		
Other				Address							
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree		

### EMPLOYMENT INFORMATION

What type of position are you applying for?	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	If Part Time, what days and hours?					
Have you ever applied for a job with us before?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If so, when?					
Have you ever worked for us before?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If so, when?					
Have you ever been bonded?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>						
Have you ever been convicted of any crime other then a minor traffic violation?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If yes, state date, court, and place where offense occurred.					
Have you ever been discharged or requested to resign from a position?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If yes, explain.					

Have you ever held a position of trust (handling money or confidential material)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain.	
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Why do you desire to make a change in your employment?

What experiences, skills, or qualifications do you feel would especially fit you for work with our Organization?

**REFERENCES**

*Please list two persons to whom you are not related and by whom you have not been employed.*

Full Name		Email	
Phone		Cell	
Address			
Full Name		Email	
Phone		Cell	
Address			

**EMPLOYMENT**

**Current Employment:** May we contact your current employer for a reference? YES  NO

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Nature of Business \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Position(s) held \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**Previous Employment**

May we contact your previous supervisor for a reference? YES  NO

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Nature of Business \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Position(s) held \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Nature of Business \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Position(s) held		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		

**STATEMET OF FAITH**

Where do you attend church?				
Are you a member of the church you attend?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many years have you been a member?	

Please provide a brief testimony of your faith including who Jesus Christ is and what part He plays in your life.

State any additional information you feel may be helpful to us in considering your application.

**DISCLAIMER AND SIGNATURE**

I certify that the information I have provided to Promise Christian Academy in this Application for Employment is true and complete to the best of my knowledge and I understand that, if hired by Kirk of the Hills, falsified statements or misrepresentation on this application shall be grounds for immediate dismissal.

I authorize investigation of all information, provided in this application and that references and employers listed, to give Promise Christian Academy any and all information concerned my previous employment and any pertinent information they may have, personal or otherwise, and release Promise Christian Academy from all liability for any damage that my result from utilization of such information.

I hereby acknowledge that any employment relations with Kirk of the Hills is of an "at will" nature, which means that the Employee may resign at any time and Kirk of the Hills may discharge Employee at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by any written document unless such change is specifically acknowledged in writing by an authorized executive of Promise Christian Academy.

Signature	Date
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