

EMPLOYMENT APPLICATION



PLEASE PRINT - USE INK

Date Available for Work: _____ Position applying for: _____ Full Time Part Time

APPLICANT INFORMATION

HOW DO WE CONTACT YOU?			
Mr./Mrs./Ms./Miss	Last Name	First	Middle Initial
Current Address	City	State	Zip Code
Primary Phone Number	Secondary Phone Number		
Permanent Address (if different than Current Address)		Email Address	
Emergency Contact	Relationship to Applicant	Telephone Number	
If you are not a US Citizen, have you the legal right to remain permanently in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you are not a permanent resident, do you have the legal authority to accept employment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever worked for Columbia Christian Schools before? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Are you employed now? Yes No If so may we inquire of your present employer? _____

CHRISTIAN BACKGROUND			
Are you a member of a church?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain.	If yes, where and how many years?

In what church activities are you currently involved and with what degree of regularity? _____			

What do you think about working in a Christian environment? _____			

Please list one church reference (name, contact information) _____			

EDUCATIONAL BACKGROUND

HIGH SCHOOL:					
NAME/LOCATION OF SCHOOL			GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Year		
Your Name, if different while attending school _____					
COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL (Transcripts Are Required - please forward as soon as possible)					
NAME OF SCHOOL	LOCATION	DATES ATTENDED (MONTH/YEAR)		MAJOR COURSE OF STUDY	TYPE OF DEGREE EARNED
		FROM	TO		

JOB TRAINING, RELATED COURSE WORK, and OTHER EXPERIENCE					
NAME OF SCHOOL	LOCATION	DATES ATTENDED (MONTH/YEAR)		MAJOR COURSE OF STUDY	TYPE OF CERT. EARNED
		FROM	TO		

LICENSURE OR CERTIFICATION (Teacher, etc.)			
LICENSE/CERTIFICATION	NUMBER	DATE RECEIVED	STATE LICENSING AGENCY

Please attach your resume. In addition to the resume, please list any additional references that we may contact.

REFERENCES (Professional and / or Personal)				
Name	Address	Phone No.	Email	Years Acquainted
1.				
2.				
3.				

EDUCATION-RELATED EXPERIENCE				
NAME/LOCATION OF SCHOOL	SUPERVISOR	DATES WORKED (MONTH/YEAR)		CONTACT INFORMATION
		FROM	TO	

How do you plan to contribute to a school community? _____

Please talk about your faith journey. _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY - AND SIGN YOUR NAME WHERE INDICATED.

Columbia Christian Schools does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability. If you will need an accommodation to complete the application and/or the interview process, please notify us in advance so we can make appropriate arrangements.

Disclaimer:

This application is intended to provide information for evaluating your suitability for employment. It is not intended to be, nor may it be construed to be, a contract of employment of any type whatsoever.

Affidavit:

I hereby certify that the facts set forth in this initial application are true, correct and without omissions of any kind whatsoever. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the date of release.

I authorize Columbia Christian Schools to thoroughly investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation and other matters related to my suitability for the job. I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

I authorize the school to conduct a criminal record check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at-will nature," which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized administrator of this organization.

I certify that I have carefully read and do understand the above statements.

Signature

Date