

Personal

Name _____ Email Address _____

Address _____ City/State/ZIP _____ Church Membership _____

Telephone _____ Home _____ Mobile _____ Social Security Number _____

Position applied for _____ Date _____

Can you perform the essential functions of the position for which you are applying? Yes No
If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question.

When would you be available to begin work? _____

Education and Skills *Give record of all high schools, colleges, universities, and special schools you have attended.*

Name of School	Address	Grade Completed/ Degree	Subjects Studied/ Major
_____	_____ City/State/ZIP _____	_____	_____
_____	_____ City/State/ZIP _____	_____	_____
_____	_____ City/State/ZIP _____	_____	_____

Additional Experience or Qualifications

List any other experiences, skills, or other qualifications which should be considered in evaluating your qualifications for employment.

References

Please provide one personal and two business references.

Name _____ Relationship _____ Telephone _____

Address _____ City/State/ZIP _____

Name _____ Relationship _____ Telephone _____

Address _____ City/State/ZIP _____

Name _____ Relationship _____ Telephone _____

Address _____ City/State/ZIP _____

Employment History

Begin with most recent employment.

Name of Employer _____ Telephone _____
Address _____ City/State/ZIP _____ Supervisor _____ Name and Title _____
Dates Employed from _____ (mm/dd/yy) to _____ (mm/dd/yy) Rate of Pay beginning _____ final _____
Describe the work you performed _____
Reason for leaving _____

Name of Employer _____ Telephone _____
Address _____ City/State/ZIP _____ Supervisor _____ Name and Title _____
Dates Employed from _____ (mm/dd/yy) to _____ (mm/dd/yy) Rate of Pay beginning _____ final _____
Describe the work you performed _____
Reason for leaving _____

Name of Employer _____ Telephone _____
Address _____ City/State/ZIP _____ Supervisor _____ Name and Title _____
Dates Employed from _____ (mm/dd/yy) to _____ (mm/dd/yy) Rate of Pay beginning _____ final _____
Describe the work you performed _____
Reason for leaving _____

I understand that the employer follows an “employment at will” policy in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this “employment at will” policy cannot be changed verbally or in writing unless the change is specifically authorized in writing by the chief operating officer of the college. I understand that this application is not a contract of employment. I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information. I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature of Applicant _____ Date _____

Applications retained for 90 days.