



# CALVARY CHRISTIAN ACADEMY

## General Employment Application (Non-Teaching)

Date: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Full Home Address: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Ages: \_\_\_\_\_

How long have you been a Christian? \_\_\_\_\_ Home Church: \_\_\_\_\_

Why are you interested in working in a Christian school? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **RECORD OF EDUCATION/TRAINING**

	Name of Institution	Dates	Year Graduated	Degree/Major
High School	_____	_____	_____	_____
College/University	_____	_____	_____	_____
Other	_____	_____	_____	_____

### **COMPUTER EXPERIENCE**

*Please list the computer applications (software) and equipment (hardware) that you are familiar with and rate your proficiency on a scale of 0-10 (0 being not proficient; 10 being very proficient).*

Software: \_\_\_\_\_ Hardware: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE**

*Beginning with the most recent, please list all work experience for which you have been compensated.*

Organization	City & State	Dates	Type of Work	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In a paragraph, please state what you feel are your greatest strengths.

---

---

---

---

**PERSONAL HISTORY**

Do you have a physical condition or handicap that may limit your ability to perform the job for which you are applying?	Y	N
Have you ever been arrested for or convicted of child abuse of any kind?	Y	N
Have you ever been arrested for or convicted of any other violation of the law other than a minor traffic ticket?	Y	N
Have you ever been suspended, dismissed, fired, discharged or asked to resign from a position of employment?	Y	N

If you answered Y to any of the above, please explain:

---

---

## **REFERENCES**

### Character References

1. Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Phone Number (Home/Cell): \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Phone Number (Home/Cell): \_\_\_\_\_

3. Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Phone Number (Home/Cell): \_\_\_\_\_

### Professional References

1. Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Phone Number (Home/Cell): \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Phone Number (Home/Cell): \_\_\_\_\_

3. Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Phone Number (Home/Cell): \_\_\_\_\_

**CERTIFICATION AND AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I understand that Calvary Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in its educational policies, school administered programs or employment.

I have read the statements in this application and declare that my answers are true. I understand that the discovery of any false information or significant exclusion of information may jeopardize my application or be grounds for immediate dismissal regardless of time passed before discovery.

I authorize Calvary Christian Academy to thoroughly investigate references, work records, evaluations, education, criminal records and transcripts of driver's record

I authorize references and former employers to disclose to Calvary Christian Academy 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.

I waive the right to ever personally view any references given to Calvary Christian Academy.

As I will be working with children, I understand that I will be required to submit fingerprints to the FBI and potentially other federal and state authorities.

- I certify that I have carefully read and understand the statements above.
- I have attached a copy of my driver's license or current ID.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name