



## EMPLOYMENT APPLICATION

### A. Applicant's Name and Address

Full Name: \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: Day: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Evenings: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### B. Christian Background

Please carefully read our Statement of Faith and indicate your degree of support.

\_\_\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_\_\_ I support the Statement except for the area(s) listed and explained on a separate sheet of paper. The exceptions represent either disagreement or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? \_\_\_\_\_ Yes \_\_\_\_\_ No

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Yes \_\_\_\_\_ Number of years. \_\_\_\_\_ No

Pastor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

In which church activities are you involved and to what degree of regularity?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your routine of personal Bible study, devotions and prayer.

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What is your favorite book of the Bible and why? \_\_\_\_\_

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What books have you read recently that have helped you spiritually? \_\_\_\_\_

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\*On a separate sheet of paper, briefly give your Christian testimony.

### **C. Professional Qualifications**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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### **D. Employment History**

Please list your places of employment for the past ten years beginning with the most recent.

1. Position \_\_\_\_\_ Date of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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2. Position \_\_\_\_\_ Date of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Position \_\_\_\_\_ Date of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

4. Position \_\_\_\_\_ Date of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

5. Position \_\_\_\_\_ Date of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Have you ever worked under a different name/s for any of the employers you have listed? If so, what was the name or names. \_\_\_\_\_

\_\_\_\_\_

**E. Personal**

What areas do you feel are your strengths? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What areas do you feel are your weaknesses? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you see your gifts and abilities helping you in the position you are applying for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Personal References**

List three references. List those who are qualified to speak of your character, professional training and experience. Do not list family members or relatives for personal references. List your current or most recent supervisor first. You will need to sign the **Reference Release Form** that is attached and return it with this application.

Name/Address	Phone	Position
1. _____		
2. _____		
3. _____		

**G. Applicant's Certification and Agreement**

I understand that Hope Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, age, gender or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid only through the day of release.

I authorize Hope Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimonial and work record. I also authorize the school to thoroughly investigate my work records and other matters related to my suitability for the position.

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 or disclosure. I waive the right to ever personally view any references given to the school.

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_