



GRACE CROSSING ACADEMY
Application for Employment

Date of Application _____ Position Applied For _____ Full Time / Part Time

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Telephone _____ Social Security Number _____

Cell Phone _____ E-mail address _____

Church Home _____

Have you filed an application here before? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?
Yes No

On what date would you be available for work? _____

May we have your permission to do a criminal record check? Yes _____ No _____

Spouse's name _____ Business Telephone _____

Name and telephone # of person to call in case of emergency (other than spouse)

Name Telephone Number

Number of Years experience _____ What age group? _____

Name of Children (attending Grace Crossing Academy) Age Grade

Summarize special skills and qualifications acquired from employment or other experience you may be helpful in considering your application.

A resume may be substituted for the remainder of this application.

Please make sure the following information is included on the resume and sign the last page of this application.

References

Address

Phone

EDUCATION

SCHOOL NAME:

SENIOR HIGH _____

COLLEGE/UNIVERSITY _____

GRADUATE/PROFESSIONAL _____

YEARS COMPLETED:

SENIOR HIGH: 9 10 11 12

COLLEGE/UNIVERSITY: 1 2 3 4

GRADUATE/PROFESSIONAL: 1 2 3 4

DIPLOMA/DEGREE: _____

MAJOR AREA OF STUDY: _____

DESCRIBE SPECIALIZED TRAINING AND SKILLS: _____

EMPLOYMENT

Start with your present or last job. Include volunteer activities. Exclude organization names which indicate race, color, religion, sex, or national origin.

	Dates Employed	Work Performed
Employer _____	From _____ to _____	_____
Telephone _____	Starting _____	_____
Address _____	Salary _____	_____
Supervisor _____	Final _____	_____
Reason for Leaving _____	Salary _____	_____

	Dates Employed	Work Performed
Employer _____	From _____ to _____	_____
Telephone _____	Starting _____	_____
Address _____	Salary _____	_____
Supervisor _____	Final _____	_____
Reason for Leaving _____	Salary _____	_____

	Dates Employed	Work Performed
Employer _____	From _____ to _____	_____
Telephone _____	Starting _____	_____
Address _____	Salary _____	_____
Supervisor _____	Final _____	_____
Reason for Leaving _____	Salary _____	_____

	Dates Employed	Work Performed
Employer _____	From _____ to _____	_____
Telephone _____	Starting _____	_____
Address _____	Salary _____	_____
Supervisor _____	Final _____	_____
Reason for Leaving _____	Salary _____	_____

If you need additional space, please continue on a separate sheet of paper.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Grace Crossing Academy.

Applicant's Signature _____ **Date** _____