

CHRISTIAN CHAPEL ACADEMY
3300 S. Providence Road
Columbia, MO 65203
573-874-2325 PH 573-443-5037 FAX

EMPLOYMENT APPLICATION

PERSONAL

Last Name	First Name	Middle Name	Date of application
Address		City, State and Zip Code	
Home Telephone (with area code)	Day time phone, if different than home	Social Security Number	
If you have used a name other than the one listed above during the past five years, please list it here.			

Are you 18 years of age or older? • yes • no

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation? • yes • no If no, please explain (use a separate sheet if necessary).

POSITION AND AVAILABILITY

What position are you seeking?	• Full-time	Date you would be available:
	• Part-time, what days and hours are you available:	

BACKGROUND

Please provide the following information concerning your church attendance over the past five years:

Current Church	Dates Attended	Address	Phone
Previous Church			
Previous Church			

Are you a United States citizen or alien legally authorized to work in the United States? • yes • no

Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense? A criminal conviction will not necessarily disqualify you from consideration for employment. • yes, please explain fully on a separate sheet • no

List each county and state of residence for the past 5 years:

Name of County (following the name please indicate the number of different residential addresses within each county).	State	Date (year or years)

EMPLOYMENT HISTORY

List your last 3 employers beginning with your current or most recent employer:

Current or Last Employer			Address, City, State, Zip		
Position			Supervisor or Contact Person for Reference		Telephone number
Beginning Date (m/y)	Ending Date (m/y)	Starting Salary	Ending Salary	Reason for leaving	
Please describe your duties:					

Employer			Address, City, State, Zip		
Position			Supervisor or Contact Person for Reference		Telephone number
Beginning Date (m/y)	Ending Date (m/y)	Starting Salary	Ending Salary	Reason for leaving	
Please describe your duties:					

Employer			Address, City, State, Zip		
Position			Supervisor or Contact Person for Reference		Telephone number
Beginning Date (m/y)	Ending Date (m/y)	Starting Salary	Ending Salary	Reason for leaving	
Please describe your duties:					

EDUCATION

Circle the highest grade completed: 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

List all schools, beginning with high school:

School	City/State	Dates Attended (m/y) From: To:	Graduate?	Degree/Major
			• yes • no	
			• yes • no	
			• yes • no	
			• yes • no	

TRAINING AND EXPERIENCE

List any additional training or experience you have had that qualifies you for the position you are seeking, including any professional license or certification:

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PERSONAL REFERENCES

List below two personal references that are acquainted with you. Do not list relatives.

Name	1.	2.
Title		
Address		
City/State/Zip		
Telephone		

ADDITIONAL INFORMATION

Attach additional sheets if necessary to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Applicant's Signature _____ **Date** _____