



## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

*(Please Print)*

Position(s) Applied For	Date of Application	
How did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)			

Have you ever filed an application with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration Status?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Temporary

Minimum Hours: \_\_\_\_\_ Maximum Hours: \_\_\_\_\_  
 Day(s) of the week available: M T W T F

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Do you have the necessary child clearance forms?  Yes  No

Criminal History Clearance  
 PA State Police Criminal Record Check (Act 34)  Yes  No  
 PA Child Abuse History Clearance  Yes  No

<b>EDUCATION</b>	Elementary School	High School	Undergraduate College/University	Graduate Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				

Describe any specialized training, apprenticeship, skills and extra-curricular activities

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Describe any honors you have received

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State any additional information you feel may be helpful to us in considering your application

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**REFERENCES**

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Employment Experience

1.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title      Supervisor			
Reason for leaving			

2.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title      Supervisor			
Reason for leaving			

3.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title      Supervisor			
Reason for leaving			

List professional, trade, business or civic activities and offices held or anything which you feel would be helpful in our learning to know your ability to be a staff member here at the center.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Indicate any foreign languages you can speak, read, and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

### STATEMENT OF FAITH:

We believe...

- A. ...the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.(2 Timothy 3:16, 2 Peter 1:21)
- B. ...there is one God, eternally existent in three persons — Father, Son, and Holy Spirit.(Genesis 1:1, Matthew 28:19, John 10:30)
- C. ...in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11)
- D. ...in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
- E. ...in the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28-29)
- F. ...in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
- G. ...in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

Do you object to any of these Statements of Faith? \_\_\_\_\_

### IMPORTANT AUTHORIZATION AND UNDERSTANDING

1. **Completeness and accuracy of information.** I represent that all of the information now or hereafter given by me in support of my application for employment is true and complete. I understand, that if I am hired, any false or misleading information in support of my application may subject me to discharge at any time during the period of my employment.
2. **Authorization for release of information and release from liability.** I authorize you to verify any of the information given during the application process with appropriate individuals, companies, institutions, or agencies and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of disclosure. I hereby release you and them from any liability whatsoever as a result of such inquiries and disclosures. A photocopy or other electronic reproduction of this authorization/release is binding, and may be relied upon.
3. **Employment at will.** I understand that if I am employed, I will be an employee at will. This means that either the employer or the employee may terminate the employment relationship with or without cause at any time.

4. **No written, oral, or implied contracts.** I understand that any written academy documents, oral statements, or formal or informal policies are not to be construed as granting an express or implied employment contract and that I am not entitled to rely upon any such documents, statements or school policies as stating employment terms. The employment relationship with the academy may be modified only in writing directed to me by the Administrator of the academy.
5. **Benefits may be altered.** I understand that the academy at its option may change, delete, suspend, or discontinue any part or parts of its benefit program at any time without prior notice, both while persons are actively employed and while retired or otherwise separated from employment with the academy.
6. **I understand that a test for drug and alcohol misuse may be required as part of the interview process, and I hereby authorize the release of test results to the academy.** I hereby consent to the performance of such medical examination and testing. I waive all claims arising out of these procedures against the academy and those performing the examination and tests. I understand and consent that as a condition of continued employment, I will submit to drug and alcohol testing in the future. I authorize the release of any such subsequent testing to the academy and waive all claims against it or those performing the examination and tests. I understand that I will be subject to immediate termination for failing to submit to examination or testing.

**I acknowledge that I have read and understand the above statement in its entirety, and have had the opportunity to ask questions regarding any aspect of this application, and that I accept the above terms.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Background Check Authorization**

I understand that Carlisle Christian Academy will conduct a background check, which will include a review of public records obtained from the Department of Motor Vehicles and a criminal history review in compliance with all applicable federal and state laws.

I hereby authorize Carlisle Christian Academy to conduct this background check as a part of my application process, and I release from liability Carlisle Christian Academy and its representatives for seeking, gathering, and using such information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date