# Employment Application

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | | | | First | |  | | | | | | | M.I. | | Date of Birth | | |  | | |
| Street Address | | | |  | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | |  | | |
| City |  | | | | | | | | | | | State | |  | | | | | | | ZIP |  | | | | | | |
| Phone |  | | | | | | | | | | | E-mail Address | | | |  | | | | | | | | | | | | |
| Date Available | | | |  | | | | | |  | | | |  | | | | | | Desired Pay | | |  | | | | | |
| Position Applied for | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | YES | | NO | | | If no, are you authorized to work in the U.S.? | | | | | | | | | | YES | | | NO | |
| Have you ever worked for this company before? | | | | | | | | | YES | | NO | | | If so, when? | | | |  | | | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | YES | | NO | | | If yes, explain | | | |  | | | | | | | | | | |
| Are you married? | | | | | | | | | YES | | NO | | | Spouses name: | | | |  | | | | | | | | | | |
| Have you ever been separated or divorced? | | | | | | | | | YES | | NO | | | If Yes, please explain the circumstances on a separate sheet of paper. | | | | | | | | | | | | | | |
| Is your spouse in full agreement with your pursuit of this position at KCA? | | | | | | | | | YES | | NO | | | If no, please explain on a separate sheet of paper. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education *(if necessary, attached additional information on a separate sheet)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | |  | | | | | | | | Address | | |  | | | | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | | YES | | | NO | | | Degree | | | | | | GPA | | | | | |
| College | |  | | | | | | | | | Address | | |  | | | | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | | YES | | | NO | | | Degree | | | | | | GPA | | | | | |
| Other | |  | | | | | | | | | Address | | |  | | | | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | | YES | | | NO | | | Degree | | | | | | GPA | | | | | |
| Personal Interest | | | | | | Please list any areas of school life (ie. Art, music, athletics, drama, journalism, etc.) where you have a personal interest. Indicate any experience in these areas. | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Philosophical And Doctrinal Affirmation | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you carefully read KCA’s *School Philosophy*? | | | | | | | | | | | | | YES | | NO | | | |  | | | | | | | | | |
| Do you have any disagreements or reservations with KCA’s *School Philosophy*? | | | | | | | | | | | | | YES | | NO | | | | If yes, please explain on a separate sheet. | | | | | | | | | |
| Have you carefully read KCA’s *Statement of Faith*? | | | | | | | | | | | | | YES | | NO | | | |  | | | | | | | | | |
| Do you have any disagreements or reservations with the *Statement of Faith*? | | | | | | | | | | | | | YES | | NO | | | | If yes, please explain on a separate sheet. | | | | | | | | | |
| Do you agree to promptly alert the administration if any disagreements with, or reservations about KCA’s *School Philosophy* or *Statement of Faith* arise subsequent to employment at KCA? | | | | | | | | | | | | | | | | | | | | | | | | | YES | | | NO |
| Can you in good conscience affirm and commit to uphold KCA’s *School Philosophy* and *Statement of Faith*? | | | | | | | | | | | | | | | | | | | | | | | | | YES | | | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| References | | | | |
| Please list three references (at least one should be from a leader in your current church, and at least one should be from a superior at work). | | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone | ( ) | |
| Address |  | Email |  | |
| Full Name |  | Relationship | |  |
| Company |  | Phone | ( ) | |
| Address |  | Email |  | |
| Full Name |  | Relationship | |  |
| Company |  | Phone | ( ) | |
| Address |  | Email |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment *(list the most recent first. Be sure to include experience related to the position applying for. Attach additional pages if necessary)* | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | | | | | Phone | | ( ) | | | | | | | | | |
| Address | |  | | | | | | | | | | | | Supervisor | | |  | | | | | | | | |
| Job Title | |  | | | | | | | | | | Starting Salary | | $ | | | | | Ending Salary | | | | | $ | |
| Responsibilities | | | | |  | | | | | | | | | | | | | | | | | | | | |
| From |  | | | | To | |  | | Reason for Leaving | | | |  | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | YES | NO | |  | | | | | | | | | |
| Company | | |  | | | | | | | | | | | Phone | | ( ) | | | | | | | | | |
| Address | |  | | | | | | | | | | | | Supervisor | | |  | | | | | | | | |
| Job Title | |  | | | | | | | | | | Starting Salary | | $ | | | | | Ending Salary | | | | | $ | |
| Responsibilities | | | | |  | | | | | | | | | | | | | | | | | | | | |
| From |  | | | | To | |  | | Reason for Leaving | | | |  | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | YES | NO | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Church *(Please attach your personal Christian testimony. Limit 1 page)* | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Church: | | | | | | | | | | Church Phone: | | | | | | | How long have you been attending? | | | | | | From: | | To: |
| Name of Head Pastor/Elder: | | | | | | | |  | | | Name of Pastor/Elder who knows you best: | | | |  | | | | | | Have you ever been disciplined by a church?  NO  YES  please attach an explanation | | | | |
| Indicate standing: | | | | | Member  Regular Attender  Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | May we contact your pastors/elders for a reference? YES  NO | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Military Service | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch | |  | | | | | | | | | | | | | | | From | | |  | | To |  | | |
| Rank at Discharge | | | | | |  | | | | | | | | | | | Type of Discharge  If other than honorable, please attach an explanation | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature | | | |  | | | | | | | | | | | | | | | | Date | |  | | | |

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position with **Kauai Christian Academy**. I have authorized

the school to investigate references, work records, evaluation, education, and other

matters related to my suitability for employment. 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 of such disclosure. In addition, I hereby release **Kauai**

**Christian Academy**, my former employers, references, and all other parties from any

and all claims, demands, or liabilities arising out of or in any way related to such

investigation or disclosure. I certify that I have carefully read and do understand the

above statements.

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

Applicant’s Name (Print) Social Security Number

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

Applicant’s Signature Date