



Personal Information

Full Name _____ Date _____

Current Address _____ Phone _____

Position(s) applying for: _____

Are you a U.S. Citizen? ____ Yes ____ No

If no, do you have legal right and proper documentation to work in the U.S.? ____ Yes ____ No

Marital Status: ____ Single ____ Married ____ Separated ____ Divorced ____ Widow(er)

Current Church Affiliation: _____ Location _____

Pastor's Name and Phone _____

How many and which services do you attend on a weekly basis? _____

Have you ever been convicted for a crime? ____ Yes ____ No

If yes, please explain with outcome of charges. _____

Are you currently enlisted in the military? ____ Yes ____ No

If yes, name of branch and base of service. _____

Have you ever served in the military? ____ Yes ____ No

If yes, what branch? _____

Educational Background

	<u>Name & Address</u>	<u>Dates Attended</u>	<u>Degree Earned</u>	<u>Major/Minor</u>
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____

Teaching Background

Are you under a teaching contract with your current employer? ____ Yes ____ No

If yes, what type of contract and expiration date? _____

List your last three teaching experiences starting with the most recent.

<u>Name & Address</u>	<u>Phone</u>	<u>Subjects</u>	<u>Dates</u>	<u>Contact Person</u>
1) _____				
2) _____				
3) _____				

Other relative teaching experience?

What other subjects have you taught?

Do you hold a valid teaching certificate? ____ Yes ____ No

If **yes**, from whom? _____ Expiration Date? _____ Type?

Total number of verifiable years of classroom teaching?

List clubs or extra-curricular activities you could be involved in?

Why are you leaving your current position?

Other Employment

List your last three employment opportunities, other than teaching positions, that have been within the last ten years.

<u>Employer & Address</u>	<u>Phone</u>	<u>Position</u>	<u>Dates</u>	<u>Reason for Leaving</u>
1) _____				
2) _____				
3) _____				

List any other experiences that make you better equipped for the position you are applying for.

Personal References (personal references must be non-family members)

List three people that you will be contacting to complete a written reference included in the application folder.

<u>Name & Address</u>	<u>Phone</u>	<u>Position</u>
1) _____		
2) _____		
3) _____		

In Conclusion

1. I understand that Haven Christian Academy does not discriminate in its employment practices against any person because of race, sex, gender, color, national or ethnic origin, or age.
2. I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge.
3. I understand that discovery of falsification of any statement or significant omission of fact may prevent me from being hired or if hired subject me to immediate dismissal and/or legal repercussions.

4. I understand that Haven Christian Academy will require me to participate in one or more of the following activities as prerequisites for employment: Physical Exams, TB Screening, Drug Testing, Finger Printing, and Criminal Background Checks.

5. I authorize Haven Christian Academy to inquire about my work and personal history and to verify all data given on this application for employment, related papers to this application, and oral interviews conducted as a result of this application. I authorize the release and surrender of any information requested by Haven Christian Academy such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage that may result from furnishing the information requested. I further waive the right to ever personally view any references given to Haven Christian Academy.

6. I further certify that I have read and do understand and agree to the above statements.

Signature of Applicant

Date

NOTE:

The application process is not complete until all attachments are included. A list of attachments can be found in the application folder.