



**PENN CHRISTIAN
ACADEMY**

Penn Christian Academy does not discriminate in employment, or the terms or conditions of employment on the basis of sex, race, color, national or ethnic origin, age or disability. As a religious educational institution, Penn Christian Academy is permitted statutorily and constitutionally to, and does, discriminate on the basis of religion.

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

Date of application _____

For which position(s) are you applying? _____

Referral source: _____

Name _____ Email _____

Address _____

Home Phone _____ Cell Phone _____

Have you filed an application here before? Yes No If yes, give date _____

Have you ever been employed here before? Yes No If yes, give date _____

Are you employed now? Yes No May we contact your present employer? Y / N

Are you on a lay-off and subject to recall? Yes No

Have you been convicted of a felony within the past seven years? Yes No

(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain _____

On what date would you be available for work? _____

Are you available to work Full Time Part Time Temporary

Give a brief personal testimony of faith.

	Elementary	High	College/University	Graduate Professional
School Name				
Years Completed/ Degree	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities				
Honors Received				

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

Summarize your special skills and qualifications acquired from employment or other experience.

Please list name, address and telephone numbers of three references who are not related to you and are not previous employers.

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Are you a Veteran of the U.S. Military Service? £ Yes £ No If yes, which branch? _____

Indicate languages that you speak, read, and/or write. _____

Please list employment history, starting with your present or last job. Include military service assignments and volunteer activities.

Employer	Telephone	Dates Employed	
		To	From
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	Final
Reason for Leaving			
Employer	Telephone	Dates Employed	
		To	From
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	Final
Reason for Leaving			
Employer	Telephone	Dates Employed	
		To	From
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	Final
Reason for Leaving			
Employer	Telephone	Dates Employed	
		To	From
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	Final
Reason for Leaving			

Applicant's Statement

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer or employee in writing.

I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States.

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 the employer.

I certify that answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date

For Personnel Department Use Only	
Arrange Interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks _____

Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Employment _____
Job Title _____	Salary _____ Department _____
Given by (name & title) _____	Date _____