

# APPLICATION FOR EMPLOYMENT

Trinity Christian School and Day Care  
3111 Golden Road  
Greenville, NC 27858  
(252) 758 0037

### For Office Use Only:

Date Received: _____	Resume: _____
Interview Date: _____	Transcript: _____
Hire Date: _____	Certification: _____
Start Date: _____	References: _____
Termination Date: _____	Physical: _____
Salary: _____	T.B. Test: _____
Criminal Check: _____	OSHA: _____

### AVAILABILITY:

Position which you are applying for: \_\_\_\_\_

Date available for employment: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Hours available for employment: \_\_\_\_\_

### PERSONAL INFORMATION:

Mr. Mrs. Miss (circle one) \_\_\_\_\_

Last                      First                      Middle                      Maiden

Present Home Address: \_\_\_\_\_

Street    City

Email: \_\_\_\_\_

State                      Zip

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sex: \_\_\_\_\_ SSN #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Drivers License #: \_\_\_\_\_

General Health Condition: Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Any Physical Disabilities? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list \_\_\_\_\_

Legal U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ Present Marital Status: \_\_\_\_\_

Spouse Information (Name/ Employment/ Work Phone #): \_\_\_\_\_

Child(ren) (Name/ Sex/ Date of Birth): \_\_\_\_\_

### EDUCATION:

<u>Name and Location</u>	<u>From/ To</u>	<u>Degree/ Major</u>	<u>Date Graduated</u>
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High School \_\_\_\_\_

College \_\_\_\_\_

Other \_\_\_\_\_

\*Copies of all undergraduate and graduate transcripts must be made available to Trinity School and Day Care.

### SPECIALIZED TRAINING:

Do you have any current certification in CPR? \_\_\_\_\_ First Aid? \_\_\_\_\_ Do you have a CDL? \_\_\_\_\_

Do you have any other training that could be beneficial in the job for which you are applying?

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**PREVIOUS EMPLOYMENT:**

(Please list most recent employment first, explaining all gaps in employment)

Date From/ To	Name & Location	Position & Salary	Supervisor Name & Ph#	Reason for leaving	May we contact?

**REFERENCES:**

List the names of four persons who have firsthand knowledge concerning your training, teaching ability, experience, or other educational qualifications for the position you seek. Names of persons acquainted with you professionally are preferred.

Name & Phone	Address	Position

**SPIRITUAL DATA:**

Are you a born again Christian?

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Give a brief testimony of your salvation experience.

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How long have you had this assurance?

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Name of the church you attend and your involvement

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Pastor's Name, Church Address, and Phone Number

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Do you believe you could lead a person to the saving knowledge of Christ? \_\_\_\_\_

Briefly describe how you would lead a child to Christ

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What is your personal attitude and practice toward alcohol, drugs, and tobacco products? \_\_\_\_\_

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What is your philosophy of a good disciplinarian? \_\_\_\_\_

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What is your concept of Christian discipline? \_\_\_\_\_

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**REASONS FOR INTEREST:**

State briefly your reasons for seeking a position at Trinity Christian School and Day Care \_\_\_\_\_

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**TO THE APPLICANT:**

In the space provided, write a short statement giving information which will enable us to gain an appreciation of your potential as a caregiver. Describe qualities that you would bring to benefit our educational programs. Complete in your own handwriting, and use an additional sheet if you desire.

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**OTHER INFORMATION:**

Have you ever been convicted of any crime other than a minor traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, explain

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Have you ever been discharged or requested to resign from a former position? Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, explain

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List all previous church (or other) work involving children that you have not already listed.

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**APPLICANT AGREEMENT:**

I understand that Trinity Christian School does not discriminate in its employment practices against any person because of race, nation or ethnic origin, gender or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S. I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the employment process may prevent me from being hired or if hired, may subject me to immediate dismissal. I authorize Trinity Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release of any information requested by Trinity Christian School such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Trinity Christian School.

I further certify that I have carefully read and do understand the above statements.

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Seal of Applicant

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Date