



# GRACE CROSSING ACADEMY

## Application for Employment

Date of Application \_\_\_\_\_ Position Applied For \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street City State Zip Code

Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Church Home \_\_\_\_\_

Have you filed an application here before? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?

Yes \_\_\_\_\_ No \_\_\_\_\_

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

May we have your permission to do a criminal record check? Yes \_\_\_\_\_ No \_\_\_\_\_

Spouse's name \_\_\_\_\_ Business Telephone \_\_\_\_\_

Name and telephone # of person to call in case of emergency ( other than spouse)

\_\_\_\_\_

Name

Telephone Number

Number of Years experience \_\_\_\_\_

What age group? \_\_\_\_\_

Name of Children (attending Grace Crossing Academy)

Age

Grade

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

Summarize special skills and qualifications acquired from employment or other experience you may be helpful in considering your application.

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

**A resume may be substituted for the remainder of this application.**

**Please make sure the following information is included on the resume  
and sign the last page of this application.**

References

Address

Phone

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**EDUCATION**

**SCHOOL NAME:**

SENIOR HIGH \_\_\_\_\_  
COLLEGE/UNIVERSITY \_\_\_\_\_  
GRADUATE/PROFESSIONAL \_\_\_\_\_

**YEARS COMPLETED:**

SENIOR HIGH: 9 10 11 12  
COLLEGE/UNIVERSITY: 1 2 3 4                      GRADUATE/PROFESSIONAL: 1 2 3 4

**DIPLOMA/DEGREE:** \_\_\_\_\_

**MAJOR AREA OF STUDY:** \_\_\_\_\_

**DESCRIBE SPECIALIZED TRAINING AND SKILLS:** \_\_\_\_\_

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**EMPLOYMENT**

Start with your present or last job. Include volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

	Dates Employed	Work Performed
Employer _____	From _____ to _____	_____
Telephone _____	Starting _____	_____
Address _____	Salary _____	_____
Supervisor _____	Final _____	_____
Reason for Leaving _____	Salary _____	_____
	Dates Employed	Work Performed

Employer _____	From _____ to _____	_____
Telephone _____	Starting _____	_____
Address _____	Salary _____	_____
Supervisor _____	Final _____	_____
Reason for Leaving _____	Salary _____	_____

	Dates Employed	Work Performed
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Employer _____	From _____ to _____	_____
Telephone _____	Starting _____	_____
Address _____	Salary _____	_____
Supervisor _____	Final _____	_____
Reason for Leaving _____	Salary _____	_____

	Dates Employed	Work Performed
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Employer _____	From _____ to _____	_____
Telephone _____	Starting _____	_____
Address _____	Salary _____	_____
Supervisor _____	Final _____	_____
Reason for Leaving _____	Salary _____	_____

**If you need additional space, please continue on a separate sheet of paper.**

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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 Company.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_