

# BEAVERCREEK CHRISTIAN LEARNING CENTER

## Application for Employment

### Part 1

Position applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Date available to work \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell # \_\_\_\_\_ Home # \_\_\_\_\_

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

### Education Background

<u>College</u>	Location	Dates	Major	Degree
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_____	_____	_____	_____	_____
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<u>High School</u>	Location	Dates	Graduated
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### Special Organizations/Honors

\_\_\_\_\_

\_\_\_\_\_

### Experience with children and related activities/special abilities

\_\_\_\_\_

\_\_\_\_\_

### Explain how your walk with the Lord would be used in the classroom

\_\_\_\_\_

## Part 2—Work and Volunteer Experience

### **Work Experience** (list in order, beginning with most current)

Position \_\_\_\_\_ Dates \_\_\_\_\_  
Duties \_\_\_\_\_  
Employer \_\_\_\_\_ May we call?  Yes  No  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Position \_\_\_\_\_ Dates \_\_\_\_\_  
Duties \_\_\_\_\_  
Employer \_\_\_\_\_ May we call?  Yes  No  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Position \_\_\_\_\_ Dates \_\_\_\_\_  
Duties \_\_\_\_\_  
Employer \_\_\_\_\_ May we call?  Yes  No  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

### **Volunteer Experience** (list in order, beginning with most current)

Position \_\_\_\_\_ Dates \_\_\_\_\_  
Duties \_\_\_\_\_  
Employer \_\_\_\_\_ May we call?  Yes  No  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Position \_\_\_\_\_ Dates \_\_\_\_\_  
Duties \_\_\_\_\_  
Employer \_\_\_\_\_ May we call?  Yes  No  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Additional Skills

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### Part 3 — Questionnaire

Do you have any children that would require child care? \_\_\_\_\_ Age: \_\_\_\_\_

How long were you at your last job? \_\_\_\_\_ How many days were you absent? \_\_\_\_\_

Sometimes we need teachers to work extended hours, would you be willing?

\_\_\_ YES \_\_\_ NO

Do you have your own transportation? \_\_\_\_\_ If NO, how would you travel to and from work? \_\_\_\_\_

Do you have any physical, mental, or medical impairment or disability that would limit your job performance in the position for which you are applying? \_\_\_\_\_

If YES, please explain \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony or been involved with child abuse or neglect, court action or an official investigation? \_\_\_ YES \_\_\_ NO

If YES, please explain \_\_\_\_\_

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**Part 4 — References** ( who are NOT related to you and who are not a previous employer)

(must list 3 complete references)

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Best time to contact: \_\_\_\_\_

Alternate contact # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Best time to contact: \_\_\_\_\_

Alternate contact # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Best time to contact: \_\_\_\_\_

Alternate contact # \_\_\_\_\_

## **CONDITIONS OF EMPLOYMENT**

Please read the following carefully as it constitutes conditions for employment with Beaver Creek Christian Learning Center.

I certify that the information given by me to Beaver Creek Christian Learning Center (BCLC) is true, accurate, and complete to the best of my knowledge. I understand that any false statement on the application, resume, or during the interview or hiring process may result in refusal of employment, or if employed, immediate termination from BCLC.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the interests of BCLC, nor will I become engaged in any such activity or business if employed.

I authorize BCLC to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release BCLC from any liability for future references it may provide regarding my work history at the Learning Center. I understand that an investigative consumer report may be obtained through personal interviews with my neighbors, friends, or associates. If I am refused employment on the basis of such a report upon written request from me within a reasonable amount of time, I have the right to a complete and accurate disclosure of the nature and scope of the investigations requested by BCLC.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of BCLC or myself.

I agree to take any and all tests required that are applicable to the position for which I am applying. I further agree to observe all policies and regulations of BCLC.

If employed, I further agree that if BCLC advances any paid leave before it has been accrued, or advances/loans me money during the course of employment, or if I lose, damage, or fail to return any learning center property, I will be required to provide payment by check, cash, money order, or cashier's check in the amount owed me upon receiving final payment of wages from BCLC.

I agree to protect any and all confidential information with which I may come in contact.

I understand that if employed, I will provide timely documentation of identity and employment eligibility in accordance with the Immigration Reform & Control Act.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

for background check and employment verification purposes only