

# HARRISONVILLE CHRISTIAN SCHOOL and KINDER KASTLE PRESCHOOL

1202 S. Commercial ♦ Harrisonville, MO 64701 ♦ (816) 884-6499

## APPLICATION FOR EMPLOYMENT

PLEASE PRINT PLAINLY

### PERSONAL INFORMATION

Name \_\_\_\_\_  
(FIRST) (MIDDLE) (LAST)

Address \_\_\_\_\_  
 \_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Ph. #: (\_\_\_\_) \_\_\_\_\_

Cell Ph. #: (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Are you at least 18 years of age?  YES  NO If NO, please supply the information below:

Age \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Name & address of Parent/Guardian \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(STREET ADDRESS) (CITY) (STATE) (ZIP CODE) (PHONE NUMBER)

Marital Status:  Married  Single  Separated  Divorced  
 Children: Name) \_\_\_\_\_ (Age) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted of a criminal offense?  YES  NO If yes, please describe in full in the space below.

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

### REFERENCES – Please list below persons we may contact who know your qualifications.

NAME	ADDRESS	PHONE	OCCUPATION

## CHRISTIAN BACKGROUND

How long have you known Christ as your Lord and Savior? \_\_\_\_\_

What is your denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Pastor's Name & Address \_\_\_\_\_

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? \_\_\_\_\_ Are you active in your church? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Give your own definition of a Christian. \_\_\_\_\_

Give a brief account of your Christian experience. \_\_\_\_\_

What is your motive in seeking a position in a Christian school? \_\_\_\_\_

What do you believe is the unique function of the Christian school program? \_\_\_\_\_

Please describe the skills and aptitudes that you feel qualify you for a position with us. Please list any activities and positions held in extracurricular, church, civic, and community organizations. \_\_\_\_\_

## POSITION SOUGHT

Type of position you are seeking? \_\_\_\_\_

Starting salary you are seeking? \$ \_\_\_\_\_ per (PLEASE CIRCLE ONE)    HOUR    WEEK    MONTH

When could you begin employment? \_\_\_\_\_

For what type of employment are you applying?    (PLEASE CIRCLE ONE)    TEMPORARY    FULL-TIME    PART-TIME

Please list below any special training, skills, or experience you may have. Indicate fluency or speed where appropriate.

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## EDUCATION

TYPE OF SCHOOL	NAME/ADDRESS OF SCHOOL	LAST YEAR COMPLETED (Circle One)	DID YOU GRADUATE? (Yes or No)	MAJOR COURSE OF STUDY AND/OR DEGREE GRANTED
HIGH SCHOOL		1 2 3 4		
COLLEGE		1 2 3 4		
OTHER (specify)		1 2 3 4		

## EMPLOYMENT HISTORY

Have you ever worked for us before? \_\_\_\_\_ If yes, when? From \_\_\_\_\_ to \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_ May we contact YOU at your present employer's? \_\_\_\_\_

Please list below your last five years of employment history in chronological order with the most recent position first.

EMPLOYMENT INFORMATION	EMPLOYER NAME ADDRESS PHONE	NAME & TITLE OF SUPERVISOR	STARTING & ENDING DATES	STARTING & ENDING SALARY	REASON FOR LEAVING
PRESENT OR LAST					
PREVIOUS					
PREVIOUS					
PREVIOUS					
PREVIOUS					

- I understand that Harrisonville Christian School (HCS) does not discriminate in its employment practices against any person because of race, color, national, or ethnic origin, gender, age, or qualified disability.
- I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.
- I authorize HCS to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations of my educational preparation, and other matters related to my suitability for the position.
- I authorize references and former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.
- I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.
- I understand that this is only an application for employment and that no employment contract is being offered at this time.
- I certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE