

# TEXOMA CHRISTIAN SCHOOL

Employment Application for Non-Instructional Position

This application will be given every consideration, provided that each item is answered in a complete and accurate manner. The receipt of this application does not imply that the applicant will be employed.

**PERSONAL:**

Name :			Home Phone (    )		
Last	First	Middle	AC		
Present Address					
Number		Street	City	State	Zip
Previous Address					
Number		Street	City	State	Zip
Social Security Number			Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Driver's License Number:		State:		Type:	

Are you a citizen of the U.S. or do you have the legal right to be employed in the United States?  
 Yes    No

Please write about your relationship with God. Include your conversion, spiritual growth, and your present spiritual walk:

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Of what church are you a member?

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Pastor/Minister's Name:

Do you use tobacco products, illegal drugs, and /or drink alcoholic beverages?    Yes    No

**EMPLOYMENT DESIRED:**

Are you seeking    full-time    part-time    temporary or summer   employment?

Position applied for : \_\_\_\_\_ Wage Per Hour Desired: \_\_\_\_\_

Have you ever applied here before?    Yes    No   Have you ever worked here before?    Yes    No

If you answered Yes to either of the above questions, state when and where you applied and/or worked.

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How did you learn of our school and/or position?

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Are you now, or do you expect to be, working in any other business or job?  Yes  No

Are there any days or hours you would be willing or unwilling to work?  Yes  No

If yes, please specify

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When would you be available to start?

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Are you presently employed?  Yes  No If yes, may we contact your employer?  Yes  No

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Would you be willing and able to perform all the tasks required by the job for which you are applying?  Yes  No If not, explain which tasks

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Will you abide by the safety rules and all policies and procedures of this school?  Yes  No

Would you be willing and able to report to work on time every day on a regular and consistent basis?  Yes  No If not, please explain

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Have you ever been fired or asked to resign from a job?  Yes  No If yes, please explain

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Have you ever been disciplined or received verbal or written warnings for absenteeism and/or tardiness?

Yes  No If yes, please explain

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### **EDUCATION**

Name, Address and Location	Dates	Graduated?	Courses Studied
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:
College	From: To:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:
Trade or Business School	From: To:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:

Are you planning to pursue further studies?  Yes  No If so, when, where, and what courses?

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**WORK HISTORY:**

List names of employers in consecutive order with present or last employer list first. Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. Please state month and year.

Name of Employer Address City, State, Zip	Name and Title of Last Supervisor	Dates Employed	Pay
Telephone Area Code ( )		From: To:	Starting
Nature of Business		Mo. ___ Yr. ___	\$ _____
Title			Ending
		Mo. ___ Yr. ___	\$ _____
Duties	Reasons	for leaving	

  

Name of Employer Address City, State, Zip	Name and Title of Last Supervisor	Dates Employed	Pay
Telephone Area Code ( )		From: To:	Starting
Nature of Business		Mo. ___ Yr. ___	\$ _____
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		Mo. ___ yr. ___	\$ _____
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Nature of Business		Mo. ___ Yr. ___	\$ _____
Title			Ending
		Mo. ___ yr. ___	\$ _____
Duties	Reasons	for leaving	

If you worked in any of your previous positions under another name, please give that name(s): (For reference checking purposes)

Name \_\_\_\_\_ @ Company Name \_\_\_\_\_

If you have additional information / comments concerning your interest in working for TCS which would help in determining your suitability for employment with us, please use the space below or continue on a separate sheet

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