*Bethany Christian School*

Non-Instructional Employment Application



*(PLEASE PRINT) ONLY FULLY COMPLETED APPLICATIONS WILL BE CONSIDERED*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name | | First Name + (Mr. Mrs. Ms Miss etc.) | | Middle Name |
| School Address  1100 Dorchester Ave. | | Home Address | | |
| City, State, Zip  West Melbourne, FL 32904 | | City, State, Zip | | |
| Phone Numbers:  Cell: ( ) - Other: ( ) - | E-Mail: | | Social Security #: | |

|  |  |  |
| --- | --- | --- |
| Position(s) Applying for: | |  |
| How Did You Learn About Us?    Advertisement Internet Job Fair  Friend Relative Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date of Application: (mmddyyyy)  \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ | |

**EMPLOYMENT INFORMATION:**

Have you ever filed an application with us before? Yes No If yes, when? \_\_\_\_\_\_ /\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

Have you ever been employed with us? Yes No If yes, when? \_\_\_\_\_\_ /\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

Are you currently employed? ? Yes No If yes, where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ Full time Part time Temporary

If hired, can you provide evidence of U.S. citizenship or your legal right to work in the U.S.?  Yes No

Have you ever been convicted of or pled no contest to any crime, other than a minor traffic violation? Yes No (Conviction will not necessarily disqualify an applicant.)

Are there any felony charges pending against you? Yes No

If “yes” to either of the two previous questions, please indicate where, when, and explain circumstances:

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

**EDUCATIONAL BACKGROUND:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | School or Institution and Location | Dates | Major/Minor | **Diploma, Degree**  **Or Credits Earned** | G.P.A.  (grade point average) |
| High School |  | to |  |  |  |
| College/Univ. |  | to |  |  |  |
| Graduate |  | to |  |  |  |
| Other  (Specify) |  | to |  |  |  |

Are you presently enrolled in a planned program of study? Yes No

If so, at which college and toward what goal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT EXPERIENCE: Start with your present or last job.**

|  |
| --- |
| **Employer: From: / / To: / /**  **Telephone #: Salary Position:**  **Address: Starting $\_\_\_\_\_\_\_\_\_\_ Ending $ \_\_\_\_\_\_\_\_\_\_\_**  **City: State: Zip: Reason for Leaving:** |

**Employer: From: / / To: / /**

**Telephone #: Salary Position:**

**Address: Starting $\_\_\_\_\_\_\_\_\_\_ Ending $ \_\_\_\_\_\_\_\_\_\_\_**

**City: State: Zip: Reason for Leaving:**

**Employer: From: / / To: / /**

**Telephone #: Salary Position:**

**Address: Starting $\_\_\_\_\_\_\_\_\_\_ Ending $ \_\_\_\_\_\_\_\_\_\_\_**

**City: State: Zip: Reason for Leaving:**

**Employer: From: / / To: / /**

**Telephone #: Salary Position:**

**Address: Starting $\_\_\_\_\_\_\_\_\_\_ Ending $ \_\_\_\_\_\_\_\_\_\_\_**

**City: State: Zip: Reason for Leaving:**

**ADDITIONAL INFORMATION:**

Summarize any additional information that will give us a more complete estimate of your training, experience, character and ability. Emphasize any special preparation and training, your experience with extra-curricular activities, and any area of further training including military or other.

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**REFERENCES:** Please list 3 references who have first-hand knowledge of your character and working ability in the area you are applying for. (Current and past employers – **do NOT include relatives**.)

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Alternate #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year(s) associated with reference (from\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Alternate #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year(s) associated with reference (from\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Alternate #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year(s) associated with reference (from\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_**

**APPLICANT’S ACKNOWLEDGEMENT:** (Please read carefully before signing and dating this application.)

I certify that all questions are fully and correctly answered. I understand that false statements or failures to discuss certain information may disqualify me for employment or, if employed, may result in my dismissal.

I authorize the release of information that may be required to make an employment decision from present and past employers, educational institutions, appropriate law enforcement agencies, and all other relevant sources. I release all parties from all liabilities for providing or using such information. All information (including information on any accompanying resume) is subject to verification. The results from any criminal records or background checks may be grounds for disqualifying me or terminating my employment.

I recognize that neither this application nor any future employment is a contract. If I become employed, my employment will be at-will and for no definite period-of-time. I will be free to end my employment at any time for any reason, and Bethany Christian School has the same right. I understand that this application for employment will remain active for a period-of-time, not to exceed six months.

These provisions supersede any oral or written representation contrary, whether before or after my employment, unless a written statement is signed and dated by the President of the board of Brevard Christian School, dba Bethany Christian School.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date of Application

Thank you for applying at Bethany Christian School. Bethany Christian is an equal opportunity employer. We will provide reasonable accommodations, upon request, for any qualifying disability.

For consideration for any position at Bethany Christian School, you must submit the following:

Completed Application Applicant’s Questions

Resume Certification (If applicable)

**MEDICAL:**

Name of Physician\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any physical conditions we need to be aware of? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you on regular medication? If yes, please list and explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please list any allergies you may have: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL:**

**1****st Contact**

Emergency contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2nd Contact**

Emergency contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please do not send college transcripts unless requested.***

**APPLICANT’S QUESTIONS:** Please answer in your own handwriting (use additional paper if necessary).

1. Why would you like to work at Bethany Christian School? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Please describe what sets you apart from all the other applicants for this position. Why should I hire you over all the other applicants I have received. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Applicant’s Signature Date of Application

**ARTICLES OF FAITH:**

*ARTICLES OF FAITH*

* The Bible is the inspired Word of God II Timothy 3:16 II Peter 1:21
* Jesus Christ is the Virgin born Son of God Isaiah 7:14 Matt. 1:8-25
* Jesus Christ died on the cross for our sins Luke 22:33-34 I Cor. 15:3
* Jesus Christ rose bodily from the grave Luke 24:1-6 John 20:26-29
* Christ ascended into heaven and is coming again Acts 1:9-11 I Thess.4:14-17
* Whosoever will, may come and be saved from

eternal torment. Rom. 10:9-13 Rev. 22:17

* Salvation is by grace through faith, not of works Rom. 6:23 I John 5:13
* Salvation is eternal. Rom. 6:23 John 10:26-31
* A Christian should follow Christ in Baptism. Matt. 3:14-17 Acts 8:25-39
* A Christian should tithe. Matt. 23:23 I Cor. 16:2
* A Christian should take the Lord’s supper

and be separate. I Cor. 11:23-32 I Cor. 6:14-18

* A Christian should bring others to Christ. Matt. 28:16-20 Acts 1:8

Do you subscribe to the summary of the Articles of Faith above? Yes No

The above statements and information are true and accurate to the best of my knowledge. I agree that any purposeful omission(s) or false representation(s) will constitute grounds for immediate dismissal. In the event I am employed by Bethany Christian School, I agree to comply with all its orders, rules, and regulations. I hereby authorize any of my former employers to furnish information regarding my employment with them and, in addition, any other information they have concerning me. I understand that I will participate in a drug screening when offered employment and that I must have a negative drug screen result to be employed. I understand I will be fingerprinted as a matter of protection and identification, and will be on probationary status pending fingerprint processing and payment of fees associated with the fingerprint process. All newly hired employees of Bethany Christian School are also on a probationary status for the first 90 days of employment. I will have a physical exam by a qualified physician if required as a condition of employment. I authorize the release of all information from any-and-all law enforcement agencies where protected under the Privacy Act.

It is the policy of Bethany Christian School not to discriminate against employees or applicants on the basis of race, color, gender, national origin, marital status, age, or disability.

My signature signifies that I have read this agreement and fully understand its contents.

Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_