

Christian Scholars Learning Academy

8508 Kanis Road

Little Rock, Arkansas 72204

Phone: 501-812-3911

Fax: 501-812-3647

christianscholarsla@gmail.com

<https://www.christianscholarsla.com>

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date of Application ____/____/____

<u>Name:</u>			
<u>First</u>	<u>Middle</u>	<u>LAST</u>	
<u>Telephone number</u>		<u>Email address</u>	

<u>Current Address</u>	<u>Mailing Address- if different from current</u>
Number Street or P.O. Box	Number Street or P.O. Box
City State & Zip	City State & Zip
<u>Former Address</u>	<u>Former Address – if changed within 3 years</u>
Number Street or P.O. Box	Number Street or P.O. Box
City State & Zip	City State & Zip

EDUCATION AND SKILLS

<u>Name</u>	<u>Address (City & State)</u>	<u>Course of Study/ Major</u>	<u>Did You Graduate?</u>	<u>Diploma, GED, Degree</u>
<u>High School:</u>			Yes No	
<u>Business/Trade School:</u>			Yes No	
<u>Education cont'd Name:</u>				
<u>Undergraduate:</u>			Yes No	
<u>Graduate:</u>			Yes No	
<u>Other:</u>			Yes No	

EMPLOYMENT RECORD

Starting with your present or most recent, describe your employment experience below

<u>Company Name</u>	<u>Address (City & State)</u>		<u>Telephone</u>	
<u>Job Title</u>	<u>Dates Employed (Month/Year)</u>		<u>Salary (Specify per hour)</u>	
	<u>From:</u> /	<u>To:</u> /	<u>Start:</u>	<u>Final:</u>
<u>Supervisor's Name</u>	<u>Duties:</u>			
<u>Reason for Leaving</u>				

<u>Company Name</u>	<u>Address (City & State)</u>		<u>Telephone</u>	
<u>Job Title</u>	<u>Dates Employed (Month/Year)</u>		<u>Salary (Specify per hour)</u>	
	<u>From:</u> /	<u>To:</u> /	<u>Start:</u>	<u>Final:</u>
<u>Supervisor's Name</u>	<u>Duties:</u>			
<u>Reason for Leaving</u>				

<u>Company Name</u>	<u>Address (City & State)</u>		<u>Telephone</u>	
<u>Job Title</u>	<u>Dates Employed (Month/Year)</u>		<u>Salary (Specify per hour)</u>	
	<u>From:</u> /	<u>To:</u> /	<u>Start:</u>	<u>Final:</u>
<u>Supervisor's Name</u>	<u>Duties:</u>			
<u>Reason for Leaving</u>				

PROFESSIONAL REFERENCES

List the names of three individuals with whom you have worked. PLEASE DO NOT include relatives or personal references

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>

KNOWLEDGE/SKILLS/ABILITIES

List the knowledge, skills and abilities you possess and believe relevant to the position you seek, such as child care experience, classroom management, first aid certifications, etc.

JOB INTEREST

<u>Position(s) of Interest:</u>	<u>Date available to Work:</u>	<u>Salary Desired:</u>
How did you find out about employment opportunities at Christian Scholars Learning Academy?		
Please specify the name of the source. If referred by a current or former employee, please list name.		
Is there any type of work which your physical condition prohibits, or have you ever been advised by a physician not to perform certain types of work? If so, please explain. Do you have any injury or illness which would prevent you from passing a physical agility test? If so, please list details:		
Have you ever tested positive on a drug or alcohol test?		

Criminal Record

No applicant shall be required to furnish any information of his or her first arrest for any misdemeanor or felony which did NOT result in a conviction, unless court action is pending, nor shall such applicant be required to furnish information on any complaint which was dismissed for want of prosecution or which resulted in the case being continued without a finding for a certain period of time and then dismissed, or which resulted in a finding or verdict of NOT guilty, nor shall such applicant be required to furnish any information of arrest for the following misdemeanors-drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace, that the date of disposition of said offenses was five years or more PRIOR to filing of said application; and that no applicant shall be required to furnish any information concerning any conviction of a misdemeanor which occurred more than five years PRIOR to the date of such application for employment UNLESS the applicant was sentenced to imprisonment upon conviction of such misdemeanor, or such individual has been convicted of any offense within five years of such date.

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Have you ever been convicted of a misdemeanor where the conviction occurred within five years of the date of this application? If you have ever been sentenced to imprisonment upon conviction of a misdemeanor, were you convicted of any other misdemeanor more than five years prior to the date of the application?

YES NO If yes, explain: _____

If your answer to the previous question is YES, were you convicted of any misdemeanor MORE than five years PRIOR to the date of this application?

YES NO If yes, explain: _____

PLEASE READ CAREFULLY AND SIGN AND DATE BELOW

I certify that the facts set forth in my application for employment are true and complete. I understand that, if employed, any false statement on this application may result in my dismissal. I further understand that this application is NOT intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. Further, I understand that my employment is NOT for a stated period of time, that terms and conditions of employment are subject to change and that employment is "at will." You are hereby authorized to make any investigation of my personal history through any investigative bureau of your choice. Furthermore, I authorize you to contact the persons listed as references, former employees, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information that they may give about me.

If employed, I agree to hold in strictest confidence any information concerning this company and its operations which may come to my knowledge.

I understand that employment with this company is for a trial period, and if it appears after a reasonable time that I am NOT adapted to the work assigned to me in the opinion of my employer, my employment may be terminated at the option of the company.

Signature of Applicant

Date