# Columbia Academy
## Employment Application

* Required

Please attach and send resume in PDF format with this document.

**Name:** *

**Maiden Name (if applicable):**

**Address:** *


**Telephone number:**                              **Email address** *

**Are you legally eligible for employment in the United States:** *

     Yes                      No


**Position(s) applied for:** *

**Will you accept employment that is:**

        Full Time                Part Time                Temporary

**Date you are available to start work:** *


**Salary or wages desired:**


**Have you worked for CA before?** *              Yes              No      **If yes, when?**


**Church Membership - of what church of Christ congregation are you a member?** *


**Congregation city and state** *

**Do you drink alcohol?** *                              **Do you use tobacco?** *

     Yes              No              Yes              No

**Please indicate any special qualities and/or skills:**


## EDUCATION
**What is the highest level of education you have completed?** *

    High School                Some College                Associates

    Bachelors                Masters                Doctorate/Professional

**Name and location of high school** *


**Did you graduate from high school?** *              **Did you graduate from college** *

     Yes              No                              Yes              No

**Name and location of college/university**

**College course of study**

**Are you employed at the present time? ***           **If hired, will you work overtime if required? ***
     Yes          No                          Yes         No

**Have you ever been convicted of a crime (other than a minor traffic violation)? ***
     Yes          No

**If yes, list convictions (a conviction does not necessarily disqualify an applicant for the position):**


## WORK EXPERIENCE

**EMPLOYER 1 * :**

**City/State: ***

**Employer phone number: ***

**Job title and duties: ***


**Are you employed at this time?**               Yes         No

**If not, reason for leaving. ***

**Month/Year began/ended: ***

**Supervisor's name: ***

**Starting and ending salary/wages: ***

**EMPLOYER 2 * :**

**City/State: ***

**Employer phone number: ***

**Job title and duties: ***

**Are you employed at this time?**               Yes         No

**If not, reason for leaving. ***

**Month/Year began/ended: ***

**Supervisor's name: ***

**Starting and ending salary/wages: ***

**EMPLOYER 3 \*:**

**City/State: \***

**Employer phone number: \***

**Job title and duties: \***

**Are you employed at this time?**　　　　　Yes　　　　No

**If not, reason for leaving. \***

**Month/Year began/ended: \***

**Supervisor's name: \***

**Starting and ending salary/wages: \***

**Please explain any gaps in your employment history: \***

**Have you ever been terminated, asked to resign, or had an employment contract not renewed? \***
　　　　　Yes　　　　No

**If yes, please explain:**

## MILITARY SERVICE

**Branch of Service:**

**Month/Year began/ended:**

**Rank & Duties:**

**Date of Discharge:**　　　　　　　　**Honorable?**　　Yes　　　　No

## REFERENCES
Please include at least one educational reference and one Elder or Minister

**REFERENCE 1:**
**Type of Reference \***　　　　Professional　　　Personal

**Name: \***　　　　　　　　　　　**Organization: \***

**Relationship: \***　　　　　　　　**City/State: \***

**Years Known: ***

**Phone: ***                                      **Email: ***

<u>**REFERENCE 2:**</u>
**Type of Reference ***              Professional        Personal

**Name: ***                                          **Organization: ***

**Relationship: ***                                **City/State: ***

**Years Known: ***

**Phone: ***                                      **Email: ***

<u>**REFERENCE 3:**</u>
**Type of Reference ***              Professional        Personal

**Name: ***                                          **Organization: ***

**Relationship: ***                                **City/State: ***

**Years Known: ***

**Phone: ***                                      **Email: ***

# ADDITIONAL INFORMATION

**TN Teacher Certification Number**

**Date Issued:**                              **Date Expires:**

**Certified for Grades:**

**Areas of Certification:**


**Teacher Certification from Other States? If so, please specify:**


**Have you had any teacher certificate suspended or revoked: ***
                Yes                No

**If yes, why?**


**Other areas with 12 or more college credit hours?**

**Subjects you prefer to teach:**

**Grades you prefer:**

**Sports or Activities you could coach or sponsor?**
**Is there any other information you would like to share? If so, please use this space to do so.**

The information submitted is true and complete to the best of my knowledge. Should I be employed by the School, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The School, in compliance with the provisions of the Fair Credit Reporting Act of Sept. 1997, may contact directly or employ the services of investigative agencies to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history, or credit standing. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the School.
I understand this application does not constitute an employment contract of any kind. Should I be employed by the School, I may resign such employment at any time at my discretion with or without notice, unless a separate school written contract is executed and the School may terminate my employment at any time at their discretion, with or without cause and with or without prior notice, unless a separate school written contract is executed.

## ELECTRONIC SIGNATURE
The electronic signature and related fields below are treated by Columbia Academy like a physical hand-written signature on a paper form.
**Check for Electronic Signature \***

**Name: \***

**Date: \***