

Employment application for Arcola Christian Preschool

To be filled out by the employee

Position applied for: _____ Date: _____

1. Personal

Name _____ Birth Date _____ Phone _____

(Last – first – middle)

Address _____

Social Security # _____ Last TB test date _____ Last physical exam date _____

2. Previous Employment

Name/address of Employer	Job title/work description	Dates from/to	Immediate Supervisor	Phone Number of Immediate Supervisor

3. Education

Names/locations of universities, colleges, business school	Major subject	Year	Hours Completed	Diploma Or Certificate	Date Completed

Related education courses completed: _____

4. Professional & Technical Qualifications

List licenses or certificates of competence held: _____

Names of professional associations of which you are a member: _____

5. References

List names of three persons not related to you who can give information about your background:

Name/Title	Business Phone	Business Address	Nature of Acquaintance

5. Transcripts

Send an official copy of transcripts from each college/ university you have attended.

6. Additional Information:

Name and location of church in which you are an active member or participant: _____

7. Please consider me for this position because _____

I promise that the above statements are true and give my permission for verification. I understand that any falsification, misrepresentation or omission of facts will be sufficient cause for elimination of any consideration for employment or cause for dismissal.

Signature _____

Date _____