

DJ's Community Christian Academy  
95 S. Arroyo Grande Blvd.  
Henderson, NV 89012  
Ph: 702-263-9646 Fax: 702-269-0670

EMPLOYMENT APPLICATION

It is the policy of DJ's Community Christian Academy, Inc. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Number of years at this address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Who should be contacted if you are involved in an emergency?

Contact name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Job position applied for: \_\_\_\_\_

Salary desired: \$ \_\_\_\_\_ per \_\_\_\_\_

Referral source: Who referred you to our company?

\_\_\_\_\_

Have you applied to our company previously? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when? \_\_\_\_\_

Are you at least 18 years old? \_\_\_\_\_ Yes \_\_\_\_\_ No

How will you get to work? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

What state issued your license? \_\_\_\_\_

If you are offered employment, when would you be able to begin work? \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you able to perform the essential functions of the job position with or without reasonable accommodation? \_\_\_\_\_ With \_\_\_\_\_ Without

What reasonable accommodation, if any, would you require? \_\_\_\_\_

Application Employment History: List your current or most recent employment first.

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates of employment (Month/Year): \_\_\_\_\_ to \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates of employment (Month/Year): \_\_\_\_\_ to \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates of employment (Month/Year): \_\_\_\_\_ to \_\_\_\_\_

**Applicant's Education and Training:**

High School Name and address: \_\_\_\_\_

Last grade attended: 9 10 11 12 Diploma? \_\_\_\_\_ Yes \_\_\_\_\_ No

College Name and address: \_\_\_\_\_

Did you receive a degree? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, degree received: \_\_\_\_\_

Other training (graduate, technical, vocational): \_\_\_\_\_

Awards, honors, special achievements: \_\_\_\_\_

Applicant's skills: Check skills you have. List any other skills that may be useful for the job you are seeking. Enter the number of years experience, and circle the number which corresponds to your ability for each skill. (One represents poor ability, while five represents exceptional ability.)

Skill	Years of experience	Ability
[ ] Word Processing	_____	1 2 3 4 5
[ ] Accounting/Bookkeeping	_____	1 2 3 4 5
[ ] Filing	_____	1 2 3 4 5
[ ] Teaching elementary level	_____	1 2 3 4 5
[ ] Computer	_____	1 2 3 4 5
[ ] People Skills	_____	1 2 3 4 5
[ ] Cook	_____	1 2 3 4 5
[ ] Management	_____	1 2 3 4 5
_____	_____	1 2 3 4 5
_____	_____	1 2 3 4 5

References: List any two people who would be willing to provide a reference for you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Years known: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Years known: \_\_\_\_\_

Please provide any other information that you believe should be considered:

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On separate paper please label and succinctly answer in one or two paragraphs each of the questions below. This essay must be submitted with the application.

- A. Why do you wish to join this Christian school ministry?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What areas do you feel are your strengths? Weaknesses?
- D. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**YOU MUST EITHER BRING IN OR FAX THIS COMPLETED APPLICATION FORM TO DJS COMMUNITY CHRISTIAN ACADEMY TO HAVE AN INTERVIEW SCHEDULED FOR YOU.**

## CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be a basis for rejection of my application, or if employment commences, immediate termination.

I authorize DJ's Community Christian Academy, Inc. to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment, education, and character.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its President, the employment relationship will be entirely voluntary in nature. In other words, with appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer would have the same right. Moreover, no agent, representative, or employee of DJ's Community Christian Academy, Inc, except in a specific written contract of employment signed on behalf of the organization by its President, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

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Applicants signature

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Date

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Print name