



APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, age, sex, national origin, ancestry, marital status or the presence of a non-job related medical condition or handicap.

POSITION APPLYING FOR

Jubilee Elementary School

Jubilee Preschool

Position Title

PERSONAL INFORMATION (Please Print)

Name	Last	First	Middle
Address	Street	City	State Zip Code
Daytime Phone Number ()	Evening Phone Number ()	Email Address	
Social Security Number / /	Referred By		

Are you less than 18 years of age? Yes___ No___ If yes, can you furnish a work permit? Yes___ No___

Have you filled out an application with Jubilee or FCC before? Yes___ No___ If yes, give date ___/___/___

Have you ever been employed by Jubilee or FCC before? Yes___ No___ If yes, give date ___/___/___

Are you employed now? Yes___ No___ May we contact your present employer? Yes___ No___

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes___ No___
(Proof of citizenship or immigration status is required upon employment)

EMPLOYMENT DESIRED (specify hours available for each day)

Monday	Tuesday	Wednesday	Thursday	Friday

On what date would you be available for work? _____ Are you on lay-off and subject to recall? Yes___ No___

Are you available to work: Full Time Part Time Temporary

Have you ever used illegal drugs? Yes___ No___

Have you been convicted of a felony? Yes___ No___ If yes, please explain _____

EMPLOYMENT EXPERIENCE

Please list below your current and last three employers, starting with the most recent one first. Include any non-paid/volunteer experience that is related to the job for which you are applying. Please complete this even if you attach resume.

Name & Address of Current Employer _____ _____ _____	Salary or Hourly Starting _____ Ending _____ If hourly, average number of hours per week _____	Position	Reason For Leaving
From / / To / /			
Duties Performed:			
Supervisor's Name		Phone Number ()	May we contact?
Name & Address of Previous Employer _____ _____ _____	Salary or Hourly Starting _____ Ending _____ If hourly, average number of hours per week _____	Position	Reason For Leaving
From / / To / /			
Duties Performed:			
Supervisor's Name		Phone Number ()	May we contact?
Name & Address of Current Employer _____ _____ _____	Salary or Hourly Starting _____ Ending _____ If hourly, average number of hours per week _____	Position	Reason For Leaving
From / / To / /			
Duties Performed:			
Supervisor's Name		Phone Number ()	May we contact?
Name & Address of Current Employer _____ _____ _____	Salary or Hourly Starting _____ Ending _____ If hourly, average number of hours per week _____	Position	Reason For Leaving
From / / To / /			
Duties Performed:			
Supervisor's Name		Phone Number ()	May we contact?

If additional space is needed, please continue on a separate sheet of paper.

Summarize special skills and qualifications acquired from employment or other experiences:

EDUCATION

	Name and Address of School	Circle years completed	Did you graduate?	Subjects Studied/ Degrees Received
High School	_____ _____	1 2 3 4	Y N	
College/ University	_____ _____	1 2 3 4	Y N	
Graduate/ Professional	_____ _____	1 2 3 4	Y N	

Describe specialized training, apprentice, skills, and extra-curricular activities relevant to the position applied for:

State any additional information you feel may be helpful to us in considering your application.

REFERENCES

Please list three references who are not related to you and are not previous employers.

Name	Address	Phone Number	How do you know this person? How long?
1.			
2.			
3.			

Please indicate languages you speak, read, and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, nor is it intended to be a contract of employment. In the event of my employment, I understand that false or misleading information given in my application or interview(s), may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Jubilee Christian School. In the event of my employment, I acknowledge that there will be no specified length of employment and my employment with FCC will be at-will. I further agree to sign Jubilee At-Will Employment and Arbitration Agreement.

/ /

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview? Yes _____ No _____ Interview Date ____/____/____ Time _____

Remarks:

Employed? Yes _____ No _____ Date of Employment ____/____/____

Job Title _____ Hourly Rate/Salary _____ Department _____

By:

Name _____ Title _____