



# Lake Christian Academy

17178 N. State Hwy. 5

Sunrise Beach, MO 65079

573-374-1500

www.lakechristianacademy.com

## ***Application for Employment or Volunteer***

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

### ***Personal Information***

Name \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Mailing \_\_\_\_\_ Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Number of years at this address \_\_\_\_\_ If less than two years, please list previous address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

### ***Employment/Service***

Job Position Applying For \_\_\_\_\_

Who referred you to our academy? \_\_\_\_\_

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

If yes, When? \_\_\_\_\_

If you are offered employment, when would you be available 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?

\_\_\_\_\_ Yes \_\_\_\_\_ No What reasonable accommodation, if any, would you require? \_\_\_\_\_

List any skills that may be useful for the job you are seeking. Enter the number of years of experience. \_\_\_\_\_

**List your current or most recent employment first.**

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

Supervisor Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

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

Reason for Leaving \_\_\_\_\_

Dates of Employment (Month/Year) \_\_\_\_\_

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

Supervisor Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

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

Reason for Leaving \_\_\_\_\_

Dates of Employment (Month/Year) \_\_\_\_\_

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

Supervisor Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

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

Reason for Leaving \_\_\_\_\_

Dates of Employment (Month/Year) \_\_\_\_\_

**Education**

College/University Name and Address

\_\_\_\_\_

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

High School/GED Name and Address

\_\_\_\_\_

Did you receive a degree?    \_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, date graduated \_\_\_\_\_

Other Training (Graduate, technical, vocational) \_\_\_\_\_

\_\_\_\_\_

Awards, Honors, Special Achievements \_\_\_\_\_

Military Service \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Branch \_\_\_\_\_

Timed Served \_\_\_\_\_ Rank \_\_\_\_\_

**Church Activities**

Name of church in which you are a member/attend \_\_\_\_\_

Current and past involvement \_\_\_\_\_

List any gifts, callings, training, education, or other factors that have prepared you for children/youth work. \_\_\_\_\_

**References**

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

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

**Pastoral Reference**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Please provide any other information that you believe should be considered \_\_\_\_\_

## ***Certification***

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

I authorize Lake Christian Academy to contact former employers and educational organizations regarding my employment/service 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, character, and education. I authorize Lake Christian Academy to perform a full criminal background check on me.

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 Director, the employment relationship will be "at-will". In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment or volunteer relationship at any time and without cause. With appropriate notice, I will have the full and complete direction to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Lake Christian Academy, except in a specific written contract of employment signed on behalf of the organization by its Director, 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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Applicant Signature

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Date