

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

Date: \_\_\_\_\_

Position Desired: \_\_\_\_\_



## Cedar Road Christian Academy

Thank you for your interest in Cedar Road Assembly of God and Christian Academy. We invite you to fill out this initial application and return it to our office for consideration.

If an opening occurs for which you may qualify, we will notify you to schedule an interview. A second interview may be scheduled if you are selected for further consideration. We will also contact your character and employment references.

We look forward to receiving your initial application.

### **PRIVACY STATEMENT**

Please be advised that, while job applicants are not legally required to provide personal information, the withholding of such information could disqualify applicants from employment.

Cedar Road Assembly of God and Christian Academy will maintain the application as a confidential document. Information contained in said application will only be released in response to a written release from the employee or in compliance with an applicable law



# Cedar Road Christian Academy

## Application for Employment

### A. APPLICANT INFORMATION

Full Name:	First:	Middle:	Last:
Home Phone:	Cell Phone:	Email Address:	Best time to call: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon
Current Address:	Street:	City:	State, Zip
Permanent Address: (if different than above)	Street:	City:	State, Zip

Please list any additional addresses where you have resided at any time during the past five years.

Street	City	State, Zip

### B. POSITION DESIRED

For what position are you applying? \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Substitute \_\_\_\_\_



## D. QUALIFICATIONS

### Formal Training

Diploma/Degree	Date Received	Issuing Institution

Your Major(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_

- **If you are applying for a teaching position, please attach photocopies of all post secondary transcripts.**

If you need additional space, please continue on a separate sheet of paper.

## E. SPECIAL SKILLS AND TRAINING

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## F. REFERENCES

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list relatives for references.

Give three **Character** references. Please include current or former Pastor.

Name & Complete Address	Phone Number with Area Code	Position/Title

Give three **Professional** references who are qualified to speak of your Training and Experience. List your current or most recent supervisor first.

Name & Complete Address	Phone Number with Area Code	Position/Title

## G. EMPLOYMENT EXPERIENCE

Start with your present or last job, including all teaching positions, and other school related employment. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

<b>1. Employer</b>	<b><u>Dates Employed</u></b> From To	<b>Work Performed</b>
<b>Address</b>	<b>Job Title</b>	<b>Supervisor</b>
<b>Telephone Number (s)</b>	<b><u>Hourly Rate/ Salary</u></b> Starting Final	<b>Reason for Leaving</b>
<b>2. Employer</b>	<b><u>Dates Employed</u></b> From To	<b>Work Performed</b>
<b>Address</b>	<b>Job Title</b>	<b>Supervisor</b>
<b>Telephone Number (s)</b>	<b><u>Hourly Rate/ Salary</u></b> Starting Final	<b>Reason for Leaving</b>
<b>3. Employer</b>	<b><u>Dates Employed</u></b> From To	<b>Work Performed</b>
<b>Address</b>	<b>Job Title</b>	<b>Supervisor</b>
<b>Telephone Number (s)</b>	<b><u>Hourly Rate/ Salary</u></b> Starting Final	<b>Reason for Leaving</b>
<b>4. Employer</b>	<b><u>Dates Employed</u></b> From To	<b>Work Performed</b>
<b>Address</b>	<b>Job Title</b>	<b>Supervisor</b>
<b>Telephone Number (s)</b>	<b><u>Hourly Rate/ Salary</u></b> Starting Final	<b>Reason for Leaving</b>
<b>5. Employer</b>	<b><u>Dates Employed</u></b> From To	<b>Work Performed</b>
<b>Address</b>	<b>Job Title</b>	<b>Supervisor</b>
<b>Telephone Number (s)</b>	<b><u>Hourly Rate/ Salary</u></b> Starting Final	<b>Reason for Leaving</b>

## AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have applied for a position as a \_\_\_\_\_ with Cedar Road Assembly of God and Christian Academy (CRAG/CRCA). I have authorized CRAG/CRCA to interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my character and work record. I also authorize CRAG/CRCA to investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize my references and my former employers to disclose to CRAG/CRCA all employment records, performance reviews, letters, reports, and other information related to my character and employment, without giving me prior notice of such disclosure.

In addition, I hereby release CRAG/CRCA, my former employers, my references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Cedar Road Assembly of God.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

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Applicant's Name (Print)

Date

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Applicant's Signature

## **F. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Cedar Road Christian Academy (CRCA) is a ministry of Cedar Road Assembly of God (CRAG) and is governed by Cedar Road Assembly of God. I understand that employment is through CRAG for the responsibilities and benefit of CRCA.

I understand that Cedar Road Assembly of God and Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I understand that I will be paid and receive benefits only through the day of release.

I authorize CRAG/CRCA to interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my character and work record. I also authorize CRAG/CRCA to investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

I authorize references, and my former employers to disclose to CRAG/CRCA all employment records, performance reviews, letters, reports, and other information related to my character and employment, without giving me prior notice of such disclosure. In addition, I hereby release CRAG/CRCA, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to Cedar Road Assembly of God.

I understand and agree that any offer of employment that I may receive from CRAG and CRCA is conditioned upon the receipt of background information. CRAG/CRCA may refuse employment or terminate conditional employment, if it is deemed that any background information is unfavorable or reflects adversely on CRAG/CRCA, or on me as an employee or potential employee of CRAG/CRCA.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### **Statement of Probation**

I understand that permanent employment with Cedar Road Assembly of God/Christian Academy is contingent on successfully completing a 90 day probationary period.