

FRIENDS CHRISTIAN SCHOOL

APPLICATION FOR EMPLOYMENT

Friends Christian School Mission Statement: Friends Christian School exists as a ministry of Friends Church Yorba Linda and Rose Drive Friends Church to provide a Biblically integrated curricular and extra-curricular program that meets the spiritual, academic, emotional, physical and social needs of each student in Preschool through Eighth Grade.

The mission of Friends Christian School is to develop, nurture, and equip students to positively impact their world for Jesus Christ.

INSTRUCTIONS FOR APPLICANT: Please print clearly in ink, or download and type your responses. As an applicant for a position with Friends Christian School, your answers should be specific and complete.

PERSONAL IDENTIFYING INFORMATION

Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

GENERAL INFORMATION

Position Desired: _____

Can you perform the essential functions of the position for which you are applying?	Yes _____	No _____
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If not, please explain: _____

When are you available to begin work? _____

Are you legally eligible to be employed in the United States? (Proof of identity and eligibility will be required upon employment)	Yes _____	No _____
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Are you over 18 years of age? (If not, you may be required to provide authorization to work)	Yes _____	No _____
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What work status is your preference?	Full-time ____	Part-time ____
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Have you previously worked for Friends Christian School?	Yes _____	No _____
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Have you previously applied for employment with Friends Christian School?	Yes _____	No _____
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Please list any close friends or relatives employed by FCS (Name and relationship):

EMPLOYMENT HISTORY

Instructions: Please provide employment history, in reverse chronological order (beginning with the most recent employment first). Please include Position Title, Name of Employer, Dates Employed, and Contact Information. Please attach additional sheets as needed.

Position: _____	Name And Address of Employer: _____ _____ _____	Dates Employed (Include Month/Date/Year): From: _____ To: _____	Supervisor Name/Contact Information: _____ _____
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Employer Phone Number: _____		May We Contact? Yes _____ No _____
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Describe the work you perform(ed): _____

Position: _____	Name And Address of Employer: _____ _____ _____	Dates Employed (Include Month/Date/Year): From: _____ To: _____	Supervisor Name/Contact Information: _____ _____
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Employer Phone Number: _____		May We Contact? Yes _____ No _____
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Employer Phone Number: _____			May We Contact? Yes _____ No _____

Describe the work you perform(ed): _____

EDUCATION

Type of Institution/ School	Name and Location of School	Course of Study	Diploma or Degree Received, or Number of Units Completed
High School:	_____	_____	_____
College (Undergraduate):	_____	_____	_____
Vocational or Trade School:	_____	_____	_____
Graduate Work:	_____	_____	_____

Credentials or Certificates Held/Additional Coursework: _____

PROFESSIONAL ASSOCIATIONS

Organization(s) (include professional and volunteer work):

1)

2)

3)

REFERENCES

Please provide the names and contact information of three persons not related to you. Please provide one pastoral reference and two personal or professional references.

Name	Years Acquainted	Address, Phone, and Email	Company or Organization
1)			
2)			
3)			

IMPORTANT: PLEASE READ AND SIGN

I understand that failure to reveal any prior employer, or giving false or misleading information by me on any part of this Application for Employment can result in disqualification for employment consideration or, if hired, may be grounds for termination from Friends Christian School. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Friends Christian School to hire me.

I attest with my signature below that I have given to Friends Christian School true and complete information on this application. No requested information has been concealed. I authorize Friends Christian School to contact the references I have provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or, if hired, for immediate dismissal.

Signature of Applicant:

Date:
