



TEXOMA CHRISTIAN SCHOOL

Employment Application for Non-Instructional Position

This application will be given every consideration, provided that each item is answered in a complete and accurate manner. The receipt of this application does not imply that the applicant will be employed.

PERSONAL:

Name :			Home Phone ()		
Last	First	Middle	AC		
Present Address					
Number		Street	City	State	Zip
Previous Address					
Number		Street	City	State	Zip
Social Security Number			Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Driver's License Number:		State:	Type:		
Email Address:			Cell Phone: ()		

Are you a citizen of the U.S. or do you have the legal right to be employed in the United States?
 Yes No

Please write about your relationship with God. Include your conversion, spiritual growth, and your present spiritual walk:

Of what church are you a member?

Pastor/Minister's Name:

Do you use tobacco products, illegal drugs, and /or drink alcoholic beverages? Yes No

EMPLOYMENT DESIRED:

Are you seeking full-time part-time temporary or summer employment?

Position applied for : _____ Wage Per Hour Desired: _____

Have you ever applied here before? Yes No Have you ever worked here before? Yes No

If you answered Yes to either of the above questions, state when and where you applied and/or worked.

How did you learn of our school and/or position?

Are you now, or do you expect to be, working in any other business or job? Yes No

Are there any days or hours you would be willing or unwilling to work? Yes No

If yes, please specify

When would you be available to start?

Are you presently employed? Yes No If yes, may we contact your employer? Yes No

Would you be willing and able to perform all the tasks required by the job for which you are applying? Yes No If not, explain which tasks

Will you abide by the safety rules and all policies and procedures of this school? Yes No

Would you be willing and able to report to work on time every day on a regular and consistent basis? Yes No If not, please explain

Have you ever been fired or asked to resign from a job? Yes No If yes, please explain

Have you ever been disciplined or received verbal or written warnings for absenteeism and/or tardiness?
 Yes No If yes, please explain

EDUCATION

Name, Address and Location	Dates	Graduated?	Courses Studied
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:
College	From: To:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:
Trade or Business School	From: To:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:

Are you planning to pursue further studies? Yes No If so, when, where, and what courses?

WORK HISTORY:

List names of employers in consecutive order with present or last employer list first. Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. Please state month and year.

Name of Employer Address City, State, Zip	Name and Title of Last Supervisor	Dates Employed From: To:	Pay Starting
Telephone Area Code ()		Mo. Yr.	\$ Ending
Title		Mo. Yr.	\$
Duties	Reasons	for leaving	

Name of Employer Address City, State, Zip	Name and Title of Last Supervisor	Dates Employed From: To:	Pay Starting
Telephone Area Code ()		Mo. Yr.	\$ Ending
Title		Mo. yr.	\$
Duties	Reasons	for leaving	

Name of Employer Address City, State, Zip	Name and Title of Last Supervisor	Dates Employed From: To:	Pay Starting
Telephone Area Code ()		Mo. Yr.	\$ Ending
Title		Mo. yr.	\$
Duties	Reasons	for leaving	

If you worked in any of your previous positions under another name, please give that name for reference checking purposes:

Name _____ @ Company Name _____

If you have additional information / comments concerning your interest in working for TCS which would help in determining your suitability for employment with us, please use the space below or continue on a separate sheet

REFERENCES:

Give three references who are not relatives or former employers.

Name	Address	Phone	Occupation

In Case of Emergency Notify:

Name	Address	Phone Number
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Employment at **TEXOMA CHRISTIAN SCHOOL** is open to qualified individuals who are Christians of good character. Texoma Christian School does not discriminate in employment, or in the terms or conditions of employment, on the basis of race, sex, national or ethnic origin, color, age or disability. Texoma Christian School is a religious educational ministry, and as such, utilizes religion as an employment criteria. All prospective and current employees must agree with Texoma Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity, serving as a Christian role model.

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with Texoma Christian Schools. I authorize Texoma Christian Schools to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Texoma Christian Schools such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Texoma Christian Schools.

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

Applicant's Name (Print)

Applicant's Signature

Date



Background Verification Release Form

AGENCY INFORMATION

Date	Agency Name
Contact Name	
Agency's Main Phone Number	Agency's Fax Number

APPLICANT INFORMATION:

Applicant Full Name (Last, First, MI)		Maiden or Other Name(s) Used	
Current Address			
City	State	Zip Code	County
Social Security Number	Date of Birth	Driver's License Number	State Issued
Position Applied for	Contact Phone Number	Email Address	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Race <input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Anglo <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other		

Texoma Christian School (the "Organization") may request a comprehensive review of your background information from a consumer reporting agency in connection with your employment/volunteer application and for employment/volunteer purposes, including promotion, reassignment, or retention as an employee or volunteer. Your background information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if you are selected by the organization, throughout your volunteering or employment VERIFYI, 2800 Live Oak Street, Dallas TX 75204, 214-818-9839, and its designated agents and representatives or another consumer reporting agency will prepare or assemble the reports. The scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: consumer credit, names and dates of previous/current employment, worker's compensation claims, criminal history records (from local, state, federal, international and other law enforcement agencies' records), sexual offender's lists, wants and warrants records, motor vehicle records, military records, educational verification, license verification, civil cases, OIG/GSA, OFAC/patriot act, any sanction lists, finger printing and drug testing. These reports may include information as to your general reputation, character, personal characteristics, mode of living, work habits, job performance and experience along with reasons for termination of past employment from previous employers. You may request more information about the nature and scope of any investigative consumer reports by contacting the organization. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

Authorization and Release

I, _____, authorize the complete release of these records or data pertaining to me which an individual, organization, firm, corporation, institution, school or university, law enforcement or public agency may have. I authorize the full release of the information described above, without any reservation, throughout any duration of my employment/volunteering at the organization. I release all persons or entities from liability from any alleged damage that may result from furnishing accurate information in good faith to the organization.

I certify that all information provided below is true and accurate to the best of my knowledge. This authorization and consent shall be valid in original, facsimile ("fax"), or copy form.

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose.

PLEASE PRINT LEGIBLY:

Applicant's Signature

Date