



Donelson Christian Academy

EMPLOYMENT APPLICATION

Date _____ Applying for employment as: Teacher Staff Other

Last Name _____ First _____ Middle _____

Street Address _____

City _____ State _____ Zip _____

Home Phone # _____ Work Phone # _____

Cell Phone # _____ E-Mail Address _____

Social Security # _____ Are you at least 18 years of age? Yes No

Are you legally authorized to work in the U.S.? Yes No

Do you have a valid Driver's License? Yes No Issuing State _____ Number _____

Do you have relatives working for Donelson Christian Academy? Yes No If yes, please list:

Have you ever been convicted of or pled guilty to any crime, or felony, including sex-related or child abuse related offenses? Yes No If yes, please state when, where, and final outcome:

EMPLOYMENT DESIRED

Position applied for _____

How did you hear of this position? _____

Have you ever applied for employment at DCA before? Yes No

Have you ever been employed by DCA? Yes No

When? _____ What position? _____

Are you presently employed? Yes No If so, where: _____

Are you available for full-time work? Yes No Available for part-time work? Yes No

Hours available _____ Available Start Date _____

Are you interested in substitute teaching? Yes No

How did you hear about Donelson Christian Academy? _____

EDUCATION HISTORY

Education	School Name & Location	Major	Degree	Year Graduated
High School				
College				
College				
Graduate				
Post-graduate				
Other Training				

TN Professional License Number: _____ Date Issued: _____ Expires: _____

Area(s) of endorsement: _____

In addition to your work history, are there other skills, qualifications, or experience that may contribute to your abilities in performing the desired position? _____

Honors and awards received in school or career? _____

In what other areas could you contribute to the school outside of your position (i.e. coaching, fine arts, extracurricular activities)? Please list: _____

Describe your experience with technology: _____

List organizational memberships (professional, civic, social, etc.) with dates and/or offices held: _____

MOST RECENT EMPLOYMENT HISTORY

Employer _____

Address _____ Telephone _____

Starting Position _____ Date Started _____

Ending Position _____ Date Ended _____

Starting Annual Salary or Hourly Wage _____ Ending Annual Salary or Hourly Wage _____

Name of a Supervisor _____ May we contact? Yes No

Responsibilities: _____

Reason for leaving: _____

Employer _____

Address _____ Telephone _____

Starting Position _____ Date Started _____

Ending Position _____ Date Ended _____

Starting Annual Salary or Hourly Wage _____ Ending Annual Salary or Hourly Wage _____

Name of a Supervisor _____ May we contact? Yes No

Responsibilities: _____

Reason for leaving: _____

Employer _____

Address _____ Telephone _____

Starting Position _____ Date Started _____

Ending Position _____ Date Ended _____

Starting Annual Salary or Hourly Wage _____ Ending Annual Salary or Hourly Wage _____

Name of a Supervisor _____ May we contact? Yes No

Responsibilities: _____

Reason for leaving: _____

(Please include additional employers on an attached resume)

Have you ever been terminated from employment or asked to resign for any reason? Yes No

If yes, include when, where, and a brief explanation of the circumstances:_____

REFERENCES

List three personal references, not related to you, who have known you for more than one year.

1) Name_____ Phone_____ Years Known_____

Full Address_____ E-Mail_____

2) Name_____ Phone_____ Years Known_____

Full Address_____ E-Mail_____

3) Name_____ Phone_____ Years Known_____

Full Address_____ E-Mail_____

CHRISTIAN BACKGROUND

Specify the church where you worship:_____ City_____

Any Volunteer Positions or Roles_____

Pastor or Ministry Related Reference_____ Phone number_____

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct? Yes No

PERSONAL TESTIMONY

Briefly give your Christian testimony and how you are living out your faith. (You may submit this section in separate document.)

APPLICANT'S CERTIFICATION AND AGREEMENT

Please Read, Sign, and Date the Following Statement

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

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Donelson Christian Academy to thoroughly 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 testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, 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 the school.

Since I will be working in a preschool through 12th grade institution with children, I understand that I must submit to a background check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that employment at Donelson Christian Academy, is "at will", which means that either I or Donelson Christian Academy, can terminate the employment relationship at any time, with prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

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.

Signature of Applicant _____ Date _____