



Christian Institute of Arts & Sciences

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EMPLOYEE APPLICATION

PERSONAL INFORMATION:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email Address: _____

Date of Birth: _____ Social Security #: _____

In case of emergency, contact: _____ at _____

Are you employed now? ☐ Yes ☐ No If yes, then where? _____

How did you learn about employment opportunities at CIAS? _____

What position are you applying for? (mark all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Teacher, Early Elementary (K5-3) | <input type="checkbox"/> Teacher, Upper Elementary (4-5) | <input type="checkbox"/> Teacher, Middle School (6-8) |
| <input type="checkbox"/> Teacher, High School (9-12) | <input type="checkbox"/> Teacher's Assistant, Elementary School | <input type="checkbox"/> Teacher's Assistant, Middle School |
| <input type="checkbox"/> Teacher's Assistant, High School | <input type="checkbox"/> Tutor: Middle School | <input type="checkbox"/> Tutor: High School |
| <input type="checkbox"/> Reading Specialist/Orton-Gillingham Tutor | <input type="checkbox"/> Office: Records Clerk | |
| <input type="checkbox"/> Office: Secretary | <input type="checkbox"/> Custodial or Maintenance | |

Subjects(s) of Specialty:

- ☐ Math (Level: _____) ☐ ELA/English ☐ Reading ☐ Art ☐ Music ☐ World/Foreign Languages ☐ Other

Have you previously worked as a teacher or tutor? ☐ Yes ☐ No If yes, where did you work? _____

Desired beginning pay scale: \$ _____ Date available to begin employment: _____

Days of the week available: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Hours per day available: ☐ Full time ☐ Part time (specify what days/times: _____)

Note: CIAS does NOT offer its faculty and staff benefits (medical insurance, etc.).

EDUCATION:

High School: _____ Graduation Year: _____ Location: _____

☐ Associate Degree in _____ School: _____ City: _____

☐ Bachelor's degree in _____ School: _____ City: _____

☐ Master's degree in _____ School: _____ City: _____

- ☐ Post-Graduate work in _____ School: _____ City _____
- ☐ Post-Graduate degree in _____ School: _____ City _____
- ☐ Certification _____ School: _____ City _____
- ☐ DCF Training _____

EMPLOYMENT:

List your last 4 employers, if applicable, starting with most recent. A supplemental resume may be attached.

Employment 1

From _____ to _____

Company: _____ Address: _____

Job Title: _____ Supervisor's Name: _____

Telephone: (_____) _____ E-mail _____

Duties: _____

Salary Rate: _____

Reason for leaving: _____

Employment 2

From _____ to _____

Company: _____ Address: _____

Job Title: _____ Supervisor's Name: _____

Telephone: (_____) _____ E-mail _____

Duties: _____

Salary Rate: _____

Reason for leaving: _____

Employment 3

From _____ to _____

Company: _____ Address: _____

Job Title: _____ Supervisor's Name: _____

Telephone: (_____) _____ E-mail _____

Duties: _____

Salary Rate: _____

Reason for leaving: _____

DESCRIBE YOURSELF:

Please list any skills or certifications that you currently hold:

Please describe any experience or qualifications other than those previously indicated.

Name 3 of your strengths, attributes that you positively contribute to your work environment:

Name 3 areas of weakness for you, attributes that you need to develop or work on in a work environment:

REFERENCES:

Must have 1 personal and 1 professional reference

☐ Professional

☐ Personal

Name of Company _____

Person's Name _____

Address _____

City _____ State _____

E-mail _____

Telephone _____

☐ Professional

☐ Personal

Name of Company _____

Person's Name _____

Address _____

City _____ State _____

E-mail _____

Telephone _____

CERTIFICATION & ACKNOWLEDGMENT:

I hereby authorize the CIAS Administration to verify all information in this application and any supplements included. I consent to representatives of CIAS contacting any of my former employers, conducting a background search/investigation, and contacting any of the educational institutions I have attended for information regarding my application. I further understand that any false statement made by me on this application shall be grounds for termination of my employment by CIAS or rejection of my application.

I have read, understood, and agree with the Statement of Faith and the Missions Statement, as well as the CIAS Code of Professional Behavior and Standards of Ethical Conduct. I understand that if employed by CIAS, I am expected to adhere to the standards of conduct and leadership contained in the Personnel Manual. I have read, understood, and agree with the above certification and acknowledgment:

Applicant's Signature: _____ Date: _____

Equal Employment Opportunity Policy:

CIAS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, national origin, age, disability, or genetics.