



Christian Institute of Arts & Sciences

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EMPLOYEE APPLICATION

PERSONAL INFORMATION:

Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Social Security #: _____
In case of emergency, contact: _____ at _____
Are you employed now? Yes No If yes, then where? _____
Have you previously worked as a teacher or tutor? Yes No If yes, where did you work? _____
How did you learn about CIAS? _____

What position are you applying for?

- Teacher, Primary School Teacher, Middle/High School Tutor, Primary School Tutor, Middle/High School
 Assistant Teacher, Middle/High School Teacher Aide/Intern, Primary School Office: Records Office: Data Entry
 Custodial or Maintenance

Subjects(s) of Specialty:

- Math English Art Music Foreign Languages Reading Other

Desired pay scale: _____ Date available to begin employment: _____
Days of the week available: Monday Tuesday Wednesday Thursday Friday
Hours per day available: Morning Afternoon Part time Full time

EDUCATION:

Home School: _____ Location _____
Elementary School: _____ Location _____
Middle School: _____ Location _____
High School: _____ Location _____
 Associates Degree in _____ College: _____ City _____
 Bachelor's degree in _____ College: _____ City _____
 Master's degree in _____ College: _____ City _____
 Other _____ School: _____ City _____
 Other _____ School: _____ City _____

EMPLOYMENT: List your last 4 employers, starting with most recent. Supplemental resume may be attached.

Employment 1

Company: _____ Address: _____

Job Title: _____ Supervisor's Name: _____

Duties: _____

From _____ to _____ Salary Rate: _____

Telephone: (_____) _____ E-mail _____

Reason for leaving: _____

Employment 2

Company: _____ Address: _____

Job Title: _____ Supervisor's Name: _____

Duties: _____

From _____ to _____ Salary Rate: _____

Telephone: (_____) _____ E-mail _____

Reason for leaving: _____

Employment 3

Company: _____ Address: _____

Job Title: _____ Supervisor's Name: _____

Duties: _____

From _____ to _____ Salary Rate: _____

Telephone: (_____) _____ E-mail _____

Reason for leaving: _____

Employment 4

Company: _____ Address: _____

Job Title: _____ Supervisor's Name: _____

Duties: _____

From _____ to _____ Salary Rate: _____

Telephone: (_____) _____ E-mail _____

Reason for leaving: _____

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.

REFERENCES: (Must have 1 personal and 1 professional reference)

Professional Personal

Professional Personal

Name of Company _____

Name of Company _____

Person's Name _____

Person's Name _____

Address _____

Address _____

City _____ State _____

City _____ State _____

E-mail _____

E-mail _____

Telephone _____

Telephone _____

CERTIFICATION & ACKNOWLEDGMENT

I hereby authorize CIAS Administration to verify all information in this application and any supplement included. I consent to representatives of CIAS contacting any of my former employers, conducting a background search/investigation, as well as contacting any of the educational institutions that 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 am in agreement with the Statement of Faith and 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: _____

Witness: _____ 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.