



# Application for Employment

*It is the policy of Central Christian College of Kansas to, within the parameters of our statements of faith and ethos, comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, national origin, or other protected classification.*

Full name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Are you authorized to work in the United States? “ No “ Yes

Position or type of work applying for: \_\_\_\_\_

Applying for: “ Full-time “ Part-time “ Summer “ Workstudy

HAVE YOU EVER BEEN CONVICTED OF A FELONY, OR PLED NO CONTEST TO A FELONY, OR BEEN CONVICTED OF A MISDEMEANOR RESULTING IN IMPRISONMENT OR A FINE OVER \$500 DURING THE LAST 10 YEARS?

(Conviction will not necessarily disqualify applicant.) “ No “ Yes

If yes, explain: \_\_\_\_\_

Education	School	Graduation Date	Major/ Concentration	Diploma/Degree/ Certificate
High School	Name: Location:			Diploma / GED
College/University	Name: Location:			
College/University	Name: Location:			
Trade school, etc.	Name: Location:			

**References:** List below the names of three persons (no relatives or former employers) who have known you at least one year.

Name	Address	Phone	Years known

**Work History**

May we contact your present employer?

“ No “ Yes

Most recent employer:			Type of business:
Address:		City:	State: Zip: Phone: ( ) -
Start date:	Starting salary:	Starting position:	
Date left:	Ending salary:	Position on leaving:	
Name & title of supervisor:		Reason for leaving:	
Brief description of duties and skills used:			
Previous employer:			Type of business:
Address:		City:	State: Zip: Phone: ( ) -
Start date:	Starting salary:	Starting position:	
Date left:	Ending salary:	Position on leaving:	
Name & title of supervisor:		Reason for leaving:	
Brief description of duties and skills used:			
Previous employer:			Type of business:
Address:		City:	State: Zip: Phone: ( ) -
Start date:	Starting salary:	Starting position:	
Date left:	Ending salary:	Position on leaving:	
Name & title of supervisor:		Reason for leaving:	
Brief description of duties and skills used:			

**Applicant's Certification and Agreement**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions, or misrepresentations may result in my dismissal. I authorize the College to make an investigation of any facts set forth in this application, including contacting former employers, school officials, and references. I hereby release the College and all employers, schools, and individuals from any liability for any damage whatsoever resulting from giving and receiving such information.

I understand that employment at the College is "at-will", which means that either the College or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. This provision supercedes any oral or written representations to the contrary. I also understand that if employed, I must agree, as a condition of employment, to honor the Central Christian College of Kansas guidelines as set forth in the Policy and Procedures Manual.

I acknowledge that by signing this application I am authorizing the college to conduct a background check.

Date: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_