

JORDAN CHRISTIAN ACADEMY

Pre-Employment Application

Post Office Box 818 ♦ Thermal, California 92274 ♦ (760) 398-3352

Date _____

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone () _____ () _____ Social Security # _____

Position Applied For: _____

Part Time Full Time Regular Temporary

Referral Source: Advertisement Friend _____

Walk-in Relative _____

Employee Other _____

If hired, can you provide proof of your age? Yes No

Have you filed an application here before? Yes No If Yes, when? _____

Have you ever been employed here before? Yes No If Yes, when? _____

Are you on a lay-off and subject to recall? Yes No

Have you been convicted of a felony within the last seven years? (Conviction will not necessarily disqualify you from employment.) Yes No If Yes, when? _____

Can you, after employment, submit verification of your legal right to work in the United States? Yes No

Do you speak fluent Spanish? Yes No

OFFICE SKILLS

Only if you are applying for a clerical position, complete the following:

1. Very Experienced **2. Some Experience** **3. Knowledge** **4. Need Practice**

Secretary _____ Filing _____ Accounting _____

Receptionist _____ Typing _____ Computer Data Entry _____

Typing Speed _____ wpm Shorthand Speed _____ wpm Word Processing Speed _____ wpm

EMPLOYMENT REFERENCES

List those familiar with your capabilities in addition to the supervisors previously noted under "Employment Experience."
(Do not list relatives.)

Name _____ Relationship _____

Address _____ Telephone () _____

Name _____ Relationship _____

Address _____ Telephone () _____

Name _____ Relationship _____

Address _____ Telephone () _____

EMPLOYMENT EXPERIENCE

Starting with your present or last job, list your past three employers.

| | | | | |
|--------------------|------------------|----------------------|----------------|----------------|
| Employer | Telephone () | Date From | Employed To | Work Performed |
| Address | | | | |
| Job Title | | Hourly Rate/ From | Salary To | |
| Supervisor | | | | |
| Reason for Leaving | | | | |
| Employer | Telephone () | Date From | Employed To | Work Performed |
| Address | | | | |
| Job Title | | Hourly Rate/ From | Salary To | |
| Supervisor | | | | |
| Reason for Leaving | | | | |
| Employer | Telephone () | Date From | Employed To | Work Performed |
| Address | | | | |
| Job Title | | Hourly Rate/ From | Salary To | |
| Supervisor | | | | |
| Reason for Leaving | | | | |

EDUCATION

| | High School | College/University | Graduation/Professional |
|---|------------------|--------------------|-------------------------|
| School Name and Address | | | |
| Years Completed (<i>circle</i>) | 9 10 11 12 | 1 2 3 4 | 1 2 3 4 |
| Diploma/Degree | | | |
| Course of Study | | | |
| Please describe any specialized training, apprenticeships, skills, honors and extracurricular activities. | | | |

To the best of my knowledge, the answers to all of the questions contained herein are true and correct, and I have not knowingly withheld any information that might in any way affect this application. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment. I understand that any misstatements or omissions of material facts to this application may be cause for dismissal. I also understand that if hired, I am required to abide by all rules and regulations of Jordan Christian Academy.

Signature _____ Date _____

For Office Use Only:

Interview Data

- Applicant Called for Appointment
- Tests Required _____
- Application Copied Copy sent to President
- Confirmed With President _____

Interview by _____ Date _____ Time _____

Comments _____

Sent to President _____

Departmental Interview by _____ Date _____ Time _____

Comments _____

Decision

Employed Yes No Title _____

Division _____ Department _____ Section _____

Hours _____ Part Time Full Time Regular Temporary

Starting Date _____ Hourly Rate/Salary _____