

Clerical/Administrative Staff Application

Personal Information

Full Name:		Phone:	
Street Address:	City:	State:	Zip:
Email address:			

Educational information:

Do you have a college degree?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what college? _____ Major(s) _____		
Have you taken any computer related courses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please attach transcripts to this application.		

Professional Information:

Do you currently hold a teaching license or certificate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, in what subject? _____
			If yes, please attach copy to this application.
Comments: _____			
In the space below, please list and describe your most recent experiences, paid or volunteer, related to your ability to perform clerical and administrative duties; and/or interact with children.			
1.			
Supervisor name:	Contact #	Dates worked:	
2.			
Supervisor name:	Contact #	Dates worked:	
3.			
Supervisor name:	Contact #	Dates worked:	

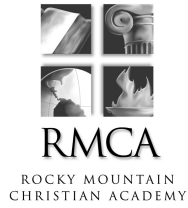
Christian Background:

What church do you regularly attend?
How long have you been a Christian?
On a separate piece of paper, briefly describe you Christian testimony.

References: Please list 3 personal or professional references who can attest to your character and ability to work in a professional and/or Christian setting:

Name:	Relationship or title	Phone #:
1.		
2.		
3.		





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EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

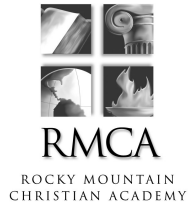
Work Background	1. Employer _____
	Position _____ Dates of employment _____
	Address _____
	Supervisor's name and phone number _____
	Reason for leaving _____

2. Position _____ Dates of employment _____	
Address _____	
Supervisor's name and phone number _____	
Reason for leaving _____	

3. Position _____ Dates of employment _____	
Address _____	
Supervisor's name and phone number _____	
Reason for leaving _____	

4. Position _____ Dates of employment _____	
Address _____	
Supervisor's name and phone number _____	
Reason for leaving _____	

5. Position _____ Dates of employment _____	
Address _____	
Supervisor's name and phone number _____	
Reason for leaving _____	

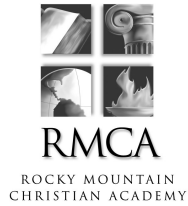


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Briefly describe why you are interested in serving at RMCA

Other Comments:





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Please read and sign below:

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

I authorize Rocky Mountain Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 job.

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 with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records 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 to reflect adversely on the school or on me as a Christian role model.

I understand that this is an 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:

Rocky Mountain Christian Academy admits students of any race, color, national and ethnic origin to all rights privileges, programs and activities generally accorded and made available to all students at the school. It does not discriminate against applicants, students, or employees on the basis of color, race, national or ethnic origin in its policies or programs.