



# STAFF APPLICATION FOR EMPLOYMENT

## Kentucky Christian University

100 Academic Parkway · Grayson, Kentucky 41143-2205 · Phone: 606-474-3000 · FAX: 606-474-3139

### EQUAL OPPORTUNITY EMPLOYER

Name \_\_\_\_\_  
last name first name middle initial

Social Security # \_\_\_\_\_

Position applied for \_\_\_\_\_

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_  
street city state zip

Previous Address \_\_\_\_\_ How long did you live there? \_\_\_\_\_  
street city state zip

Date \_\_\_\_\_

Home phone: \_\_\_\_\_

Message phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_

Earnings expected \_\_\_\_\_ per \_\_\_\_\_

### PERSONAL

Are you over 18?  Yes  No If no, date of birth \_\_\_\_\_ When are you available to start work? \_\_\_\_\_

Are you interested in: (*check all that apply*) Full-time  Part-time  Other

Are you an active member of the Churches of Christ/Christian Churches?  Yes  No

If yes, Church Name \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No Are you a U.S. citizen?  Yes  No

Have you ever been discharged from a job?  Yes  No If yes, explain \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No (*a conviction record will not necessarily bar employment and factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.*)

If yes, give date and nature of offense and disposition of the case \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PERSONAL REFERENCES: List Name, Address, and Phone of each reference. (Note no former employers or relatives).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### RECORD OF EDUCATION: (Undergraduate/Graduate)

School	Name of School	Address of School	Course of Study	Last Yr. Completed	Did You Graduate
Elementary				5 6 7 8	<input type="checkbox"/> Yes <input type="checkbox"/> No
High School				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (Specify)				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No

### MILITARY SERVICE RECORD

Have you served in the U. S. Armed Services?  Yes  No If yes, what branch of service? \_\_\_\_\_

Reserve status \_\_\_\_\_ Have you received a dishonorable discharge? \_\_\_\_\_

**LIST TYPES OF MACHINES OR EQUIPMENT YOU CAN OPERATE**

**PRESENT AND PAST EMPLOYMENT RECORD** (Begin with most recent or present employer)

Name of Employer	Mailing Address	Position	Dates Employed	Reason for Leaving

If still employed, may we contact your present employer  Yes  No

If you have any physical condition or handicap which may limit your ability to perform the job for which you are applying, what can be done to accommodate your limitation? \_\_\_\_\_

Any application, resume or other materials submitted, either solicited or unsolicited, for employment at Kentucky Christian University will become the property of the University and will not be returned to the applicant.

**DRIVER APPLICANTS MUST COMPLETE FOLLOWING**

List any other companies you worked for in the last ten (10) years \_\_\_\_\_  
 \_\_\_\_\_

List state(s) in which you held a Commercial Drivers License during the last three (30) years: \_\_\_\_\_

I certify that I  have  have not taken a Certified motor carrier Driving Test within the last three (3) years. If taken, please provide date \_\_\_\_\_ and company \_\_\_\_\_

I further certify that the following is a true and complete list of traffic violations (other than parking tickets) for which I have knowingly been convicted or forfeited bond or collateral during the last twelve (12) months.

Ever convicted for reckless driving?  Yes  No If yes, how many times? \_\_\_\_\_

Ever convicted for speeding?  Yes  No If yes, how many times? \_\_\_\_\_ If yes, list where working. \_\_\_\_\_

Do you have a valid drivers or Commercial Drivers License?  Yes  No If yes, what is the expiration date? \_\_\_\_\_

License Number \_\_\_\_\_ State of issue \_\_\_\_\_

**JOB APPLICANT'S AGREEMENT AND CERTIFICATION** (Please read before signing)

I authorize investigation of all statements contained in this application. **I understand that misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice.** I authorize the investigation of all matters contained in this application and hereby give the University permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the University along with all persons and organizations furnishing such information from any liability as a result of such contact. I further understand that my first 90 days of employment with this University shall be a trial period, and further that at any time during the trial period and thereafter, my employment relation with the University is terminable "at will" for any reason by either party. I understand that any misstatements or omissions of material facts on this application may be cause for disqualification or dismissal. If employed, I understand that the University may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits. If offered employment, I will submit verification of my legal right to work in the United States as required by the Immigration Reform and Control Act of 1986.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Kentucky Christian University practices equal opportunity policies in both admissions and employment and does not discriminate on the basis of race, national or ethnic origin, sex, color, age, or handicap (consistent with Section 702 of Title VII of the 1964 Civil Rights Act which deals with exemptions for religious corporations with respect to employment of individuals with specific religious convictions).**