



Staff Application for Employment Kentucky Christian University

100 Academic Parkway • Grayson, Kentucky 41143 • 606-474-3000



Date _____

First Name _____ Middle Initial _____ Last Name _____

Current Address _____ City _____ State _____ Zip _____

How long have you lived at this address? _____

Home Phone (_____) _____ Mobile Phone (_____) _____

Email _____

What position are you applying for? _____

PERSONAL

Church Name _____ City _____ State _____

Name/Title of Minister or other church leader _____

Email _____ Phone (_____) _____

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 *(No former employers or relatives please)*

Name	Phone <i>(Include area code)</i>	Email
1.		
2.		
3.		

RECORD OF EDUCATION *(Undergraduate/Graduate)*

Level	Name of School	City, State	Program of Study	Graduate?
High School				<input type="radio"/> Yes <input type="radio"/> No
College/University				<input type="radio"/> Yes <input type="radio"/> No
Graduate Study				<input type="radio"/> Yes <input type="radio"/> No
Other (Specify)				<input type="radio"/> Yes <input type="radio"/> 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 an honorable discharge? Yes No*

*If no, please explain _____

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

_____ <i>Name of Employer</i>	_____ <i>Position Held</i>	_____ <i>Dates Employed</i>
_____ <i>Supervisor Name</i>	_____ <i>Supervisor Email</i>	_____ <i>Supervisor Phone #</i>

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

DRIVER'S LICENSE/EQUIPMENT OPERATION

Do you have a valid driver's license? Yes No If yes, what is the state of issue? _____

List any machines or equipment you can operate that are typically associated with the role you are applying for (if applicable)

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

I understand that misrepresentation or omission of material facts called for is cause for disqualification or 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 relationship with the University is terminable "at will" by either party with or without cause. 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. I understand that the University may ask for additional information in order to perform a background check.

Signature of Applicant _____ Date _____

Subject to the United States Constitution, and all applicable state and federal laws, KCU does not discriminate in its employment practices.



Thank you for applying to be a Knight!