



Application for Employment

While completing this application if you find it necessary to provide additional comments or explanations to questions asked, please attach additional sheets of paper.

GENERAL INFORMATION

Last Name		First Name		Middle name
Address		City	State	Zip
Previous Address		City	State	Zip
Telephone: Home		Cell	Soc. Security	
Position applied for:			Date available for employment:	

Email address: _____

Are you seeking: Regular Full-time Part-time Temporary Summer only

EMPLOYMENT INFORMATION

If employed, can you provide proof that you can legally be employed in the U.S.? YES NO

Are you over the age of 18? YES NO (If no, employment is subject to verification that you are of minimum legal age.)

What languages can you read, speak and write fluently? _____

Can you provide proof that you can legally be employed in the U.S.? YES NO

Have you ever applied for a job with us before? YES NO

Have you ever worked for us before? YES NO

Have you ever been bonded? YES NO

Have you ever been refused bond? YES NO If yes, state reason and date _____

Have you ever been convicted of any crime other than a minor traffic violation? YES NO

Have you ever participated in, been accused of, plead guilty/no contest to, or been convicted of abuse or any sexual misconduct. YES NO

If yes, state date, court and place where offense occurred _____

May we contact your present employer? YES NO

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? YES NO

Have you worked or attended school under any other name? YES NO If yes, give name(s) _____

Do you have steady transportation to work? YES NO

List any other experiences, skills, computer software or qualifications you possess which you feel would be beneficial for work with our organization? _____

Check any of the following areas in which you would be interested in working:

- Landscaping/Yard work Audio/Video Equipment Bookkeeping Janitorial Duties Computers/Data Entry
 Library Services Secretary/Admin. Telephone/Communications Filing/Clerical Work Grading

EDUCATION INFORMATION

Degree being sought at Criswell College: _____ Hours completed towards degree: _____
 Expected graduation date: _____

PRIOR WORK RECORD (Start with most recent or present employer)

PLEASE COMPLETE THIS SECTION EVEN IF YOU PLAN TO ATTACH A RESUME. List your last three employers, beginning with the most recent. Account for all periods of time including military service and periods of unemployment.

Prior Work Record (Start with name of most recent employer)

Company name: _____
 Start date: _____ End date: _____ Hourly rate/salary: _____
 Telephone: _____
 Status: Full-time Part-time Temp
 Duties performed: _____
 Supervisor's Name _____ Your job title: _____
 Reason for leaving _____

Prior Work Record

Company name: _____
 Start date: _____ End date: _____ Hourly rate/salary: _____
 Telephone: _____
 Status: Full-time Part-time Temp
 Duties performed: _____
 Supervisor's Name _____ Your job title: _____
 Reason for leaving _____

Prior Work Record

Company name: _____
 Start date: _____ End date: _____ Hourly rate/salary: _____
 Telephone: _____
 Status: Full-time Part-time Temp
 Duties performed: _____
 Supervisor's Name _____ Your job Title: _____
 Reason for leaving _____

May we contact the employers listed above? YES NO *If no, indicate which one and why.* _____

REFERENCES

List those familiar with your job performance, personal characteristics and spiritual commitment who have known you a **MINIMUM OF ONE YEAR. DO NOT LIST RELATIVES**

Name	Years Known	Relationship	Organization	City, State	Phone number

STATEMENT OF APPLICANT'S CHRISTIAN FAITH

Because of the unique nature of our ministry, we are concerned that our employees be committed to the Christian perspective as explained in our Statement of Faith. All of our employees may be involved in times of prayer for the specific needs of our constituents and the ministry.

CHRISTIAN BACKGROUND/CHURCH AFFILIATION

Are you a born again Christian? YES NO

Please list your church membership(s) over the past five years: _____

Current Church: _____ Dates attended: _____ City/State: _____ Phone: _____

CRISWELL COLLEGE STATEMENT OF FAITH

We believe the Bible to be the only infallible, authoritative Word of God.
We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit.
We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
We believe in the present ministry of the Holy Spirit, by whose indwelling by the Christian is enabled to live a godly life.
We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
We believe in the spiritual unity of believers in our Lord Jesus Christ.
Without mental reservation, I hereby subscribe to the above statements.

Signature of Applicant _____ Date _____

APPLICANT'S STATEMENT – READ CAREFULLY

The facts set forth in my application for employment are true and I completely understand that any false information or omission may disqualify me from further consideration for employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me, and I consent to any such check.

I authorize the use of any information on this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or organizations whether or not identified in this application, to answer all questions asked concerning any ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

I will request all universities or college that I have attended or from which I have earned credit hours, to remit original transcripts directly to Criswell College, Attn: HR Department, 4010 Gaston Ave., Dallas, TX 75246

Signature of Applicant _____ Date _____

NOTE: If this application is returned by mail, please address it to: "Attn: Human Resource Director" and mark the envelope "Personal and Confidential".

Applications are received and employees are hired without regard to race, color, sex, and/or age. The receipt of this application neither means that job openings exist nor does it obligate us in any way. We appreciate your interest in our Criswell College.