



Application for Employment

Application Date: _____

Name: _____
Last First Middle Maiden (optional)

Present Address: _____
Street City State Zip Code

Home Telephone: _____ SS #: _____

Current Work Number: _____

Position Preferred: _____

Are you a U.S. citizen? Yes ___ No ___ If no, what is your status?

In case of emergency notify _____
Name Phone

_____ No. and Street City and State Zip Code

Military Experience:

Veteran of the U.S. Armed Forces: Yes _____ No _____

HCA DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, SEX,
NATIONAL ORIGIN, AGE, OR DISABILITY.



EDUCATIONAL AND PROFESSIONAL/VOCATIONAL TRAINING

Name of Institution and Address	Major	Minor	Diploma/Degree	Date of Graduation
High School				
College/University				
Vocational School				
Graduate Work				

EMPLOYMENT HISTORY

List in chronological order

Name of Firm	Address	Dates of Employment	Type of Work

REFERENCES: May we contact the above listed employers regarding your employment record? ____yes____no.



List three personal references from whom we can obtain first hand knowledge of your ability, character and personality. We would like to hear from your pastor, a work colleague, and a friend.

Name	Position	Phone No.	Address

Please use the space below to provide a handwritten narrative to describe your reasons for seeking this position.

Have you ever been arrested, pleaded guilty or no contest to or been convicted of any criminal offense other than a minor traffic offense? Yes No

Applicant's Signature

Date

I understand that any misstatement or omission of any information requested shall be a reason for non-employment or dismissal from employment.

The application, references, and other data are the property of Highland Christian Academy and will not be returned to the applicant.

Date

Signature