

WESTWOOD CHRISTIAN SCHOOL
WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER



First Baptist Church of Westwood Lake
 5801 SW 120 Avenue, Miami, FL 33185 (305) 274-3380

Circle © Youth Ranch
 5801 SW 120 Avenue, Miami, FL 33183 (305) 274-3380

Westwood Christian Schools
Preschool/Elementary/Middle School/High School Campus
 5801 SW 120 Avenue, Miami, FL 33183 (305) 274-3380
WWW.WestwoodChristian.org

APPLICATION FOR EMPLOYMENT

Each inquiry on this application must be fully answered or completed to facilitate processing of your Application.
 Please DO NOT write "See Resume" on any part of the Application

PERSONAL DATA

Last Name		First Name		Middle Name	
Present Address (If in College, provide both college and home addresses) Street and Number City, State, Zip			How long have you lived there: Years _____ Months _____		
Previous Address Street and Number City, State, Zip			How long did you live there: Years _____ Months _____		
Telephone Number(s)	Email Addresses:	Social Security Number		Are you 18 years of age or older: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Desired: _____ Placement Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary					
Salary Desired: _____ <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually					
When are you available for work? _____					

EDUCATION

Name of School or Institution City / State	Years Completed (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
High School	9 10 11 12			
College/University (List)	1 2 3 4			
Graduate / Professional	1 2 3 4			
Continuing Education				
Certificates / Licenses (i.e. CPR/First Aid/Red Cross Training)	Title		Expiration Date	Issuing Authority

Foreign Languages (list as appropriate)			

PREVIOUS VOLUNTEER EXPERIENCE (Teachers only: Include student teaching, subject and grade)

Name of Organization	Address /Phone	Service Dates	Name of Supervisor	Duties Performed

PREVIOUS EMPLOYMENT

List the names of your present or previous employers in chronological order. Include part-time and seasonal employment. If self-employed, give firm name and supply business references. **DO NOT ANSWER "SEE RESUME."** Fill out this form **completely**, attach separate sheet if necessary.

Employer 1		Dates Employed		Work Performed	
		From (M/Yr)	To (M/Yr)		
Telephone Number(s)					
Address		Hourly Rate/Salary			
Job Title	Supervisor Name & Title	Starting	Final		
Reason for Leaving					
Employer 2		Dates Employed			Work Performed
		From (M/Yr)	To (M/Yr)		
Telephone Number(s)					
Address		Hourly Rate/Salary			
Job Title	Supervisor Name & Title	Starting	Final		
Reason for Leaving					
Employer 3		Dates Employed		Work Performed	
		From (M/Yr)	To (M/Yr)		
Telephone Number(s)					
Address		Hourly Rate/Salary			
Job Title	Supervisor Name & Title	Starting	Final		
Reason for Leaving					

BACKGROUND INFORMATION

Please explain fully any gaps in your employment history. Be sure to account for all periods of time including military service and any period of unemployment.

Teacher Applicants: please provide name and phone number of internship supervisor: _____

List any other names which you may have used and which will be necessary to verify prior to your employment (i.e. maiden name): _____

If hired, can you provide proof that you are legally entitled to work in the U.S.? Yes No

If not, what steps must be taken for you to begin employment lawfully? _____

Have you ever been terminated, asked to resign from any job, or not been offered a contract to return for another year? Yes No

If yes, please explain circumstances: _____

May we contact your current employer? Yes No

If no, please explain: _____

Have you ever worked for this School before? Yes No

If yes, please give dates and position: _____

Do you have any friends or relatives working here? Yes No

If yes, Name(s) and Relationship: _____

Have you ever plead "no contest," nolo, or guilty to a crime, or been convicted of a crime? Yes No

Are any charges currently pending against you? Yes No

Has any adjudication ever been withheld? Yes No

Have you ever been a defendant in a civil suit on an intentional tort (assault, battery, false imprisonment, invasion of privacy, intentional infliction of emotional distress, intentional wrongful death)? Yes No

If yes, provide details: _____

(NOTE: Answering "yes" to these questions does not constitute an automatic bar to employment.) If you answered yes to any of the preceding questions, please give dates and details:

Do you have any commitments to any other employer which may affect your employment? Yes No

If yes, explain: _____

REFERENCES

Please list three individuals who have known you for at least three years (one should be your Pastor).

Name	Address	Length of Time Known	Relationship	Telephone / Email

SPIRITUAL SUMMARY

State how you were saved and your personal relationship with God.

Denominational Preference: _____ Are you a Member? _____

Name of church currently attending: _____

APPLICANT'S STATEMENT

I understand that the School is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, handicap or disability, or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the School or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing same to the School. I also authorize the School to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I understand that the School reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the School or its designee. I release the School and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other School documents are not promises of employment. I understand that my employment will be on a trial period for ninety (90) days from the date of my hiring, and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that the School has a similar right. I understand that no manager, representative, or agent of the School has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except that the President may do so in writing. If I am hired under a contract, the contract will control the terms of my employment.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I CERTIFY THAT I HAVE RECEIVED A SEPARATE WRITTEN NOTIFICATION THAT THE SCHOOL MAY OBTAIN A CONSUMER REPORT ON ME FOR USE IN CONNECTION WITH MY APPLICATION AND, IF I AM HIRED, I AUTHORIZE THE SCHOOL TO OBTAIN THIS REPORT.

THIS APPLICATION WILL BE CONSIDERED "ACTIVE" FOR A MAXIMUM OF THIRTY (30) DAYS
IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

Date

Applicant's Signature