



**THE ELIJA SCHOOL**  
Championing Hope, One Child at a Time

## APPLICATION FOR INSTRUCTOR POSITION

**THE ELIJA SCHOOL IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Date of Application \_\_\_\_\_

### PERSONAL INFORMATION

|                        |   |       |             |
|------------------------|---|-------|-------------|
| NAME (LAST NAME FIRST) | CAN YOU LAWFULLY WORK IN THE UNITED STATES?<br><input type="radio"/> YES <input type="radio"/> NO |       |             |
| PRESENT ADDRESS        | CITY  | STATE | ZIP CODE    |
| PHONE NUMBER           |   |       | CELL NUMBER |
| EMAIL ADDRESS          | REFERRED BY   |       |             |

### EMPLOYMENT DESIRED

|  |  |                                 |
|--|--|---------------------------------|
| POSITION   | DATE YOU CAN START   | <b>SALARY DESIRED</b>           |
| ARE YOU CURRENTLY EMPLOYED<br><input type="radio"/> YES <input type="radio"/> NO | IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?<br><input type="radio"/> YES <input type="radio"/> NO | HOW LONG HAVE YOU WORKED THERE? |
| NAME OF CURRENT EMPLOYER   | ADDRESS  |                                 |
| CONTACT NUMBER   | CONTACT PERSON   |                                 |

### EDUCATIONAL HISTORY

| NAME & LOCATION OF SCHOOL | DID YOU GRADUATE? | DEGREE AWARDED | SUBJECT STUDIED |
|---------------------------|-------------------|----------------|-----------------|
| HIGH SCHOOL               |                   |                |                 |
| COLLEGE                   |                   |                |                 |
| ADDT'L COLLEGE            |                   |                |                 |
| TRADE OR BUSINESS         |                   |                |                 |

### FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST)

| DATE, MONTH, YEAR | NAME, CITY, STATE | SALARY | POSITION | REASON FOR LEAVING |
|-------------------|-------------------|--------|----------|--------------------|
| FROM:      TO:    |                   |        |          |                    |
| FROM:      TO:    |                   |        |          |                    |
| FROM:      TO:    |                   |        |          |                    |

|       |     |  |  |  |
|-------|-----|--|--|--|
| FROM: | TO: |  |  |  |
| FROM: | TO: |  |  |  |

**CHARACTER BACKGROUND**

DO YOU HAVE ANY ARRESTS PRESENTLY PENDING AGAINST YOU? IF SO PLEASE DESCRIBE DATE, PLACE AND NATURE OF CHARGES

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

HAVE YOU EVER BEEN CONVICTED, PLED GUILTY OR ENTERED A PLEA OF NO CONTEST TO A CRIME OTHER THAN A TRAFFIC INFRACTION? IF YES PLEASE DESCRIBE DATE, PLACE AND NATURE OF CONVICTION OR PLEA. ANSWERING YES WILL NOT NECESSARILY DISQUALIFY YOU FROM CONSIDERATION FOR EMPLOYMENT

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

**MOTOR VEHICLE RECORD**  (Please complete only if this box is checked)

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? IF YES, PLEASE PROVIDE SPECIFICS INCLUDING DATES AND REASON(S)

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

HAVE YOU BEEN CONVICTED OF OR PLED GUILTY TO ANY MOVING VIOLATIONS WITHIN THE LAST FIVE YEARS? IF YES, PLEASE PROVIDE SPECIFICS INCLUDING DATES AND REASON(S)

|  |
|--|
|  |
|--|

|  |
|--|
|  |
|--|

**REFERENCES**(GIVE THE NAMES OF 3-4 REFERENCES NOT RELATED TO YOU, WHO YOU HAVE WORKED WITH FOR AT LEAST 1 YEAR

| NAME | PHONE NUMBER | BUSINESS OR AFFILIATION/ROLE | YEARS KNOWN |
|------|--------------|------------------------------|-------------|
|      |              |                              |             |
|      |              |                              |             |
|      |              |                              |             |
|      |              |                              |             |

I expressly waive in connection with any request for or provision of information relating to my application for employment, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against THE ELIJA SCHOOL, its agents and officials or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

I further understand that employment by THE ELIJA SCHOOL is “at will,” which means that either THE ELIJA SCHOOL or I can terminate the employment relationship at any time for any lawful reason with or without notice. I acknowledge that THE ELIJA SCHOOL does not and cannot guarantee any number, length or duration of any temporary assignment. I certify that all information provided on this application form and in my interview is true and accurate; I understand that any false, incomplete or misleading information provided on this application or in a pre-employment interview will be grounds to deny my employment or, if discovered later, for immediate dismissal from my employment or termination of any temporary assignment. I understand that neither this application form nor any other document of THE ELIJA SCHOOL constitutes a contract of employment.

\_\_\_\_\_

Applicant Signature

Date