

Traverse City Christian Schools
753 Emerson Road
Traverse City, MI 49696
(231) 929-1747

EMPLOYMENT APPLICATION

Date_____

PERSONAL INFORMATION

Name_____ Phone_____

Last

First

Middle

Address_____

City, State & Zip_____

Present Occupation_____

Have you ever been convicted of a crime?_____ If yes, explain on another sheet.

List illnesses in last five years?_____

Marital Status_____ Ages of Children_____

Why do you desire this position?

What are your qualifications for this position?

Church Affiliation_____

Address_____

Describe your personal relationship with Jesus Christ:

ACADEMIC INFORMATION

School _____ Degree _____ Date _____

School _____ Degree _____ Date _____

School _____ Degree _____ Date _____

WORK EXPERIENCE

Employer	Address	Position Held	From-To	Reason Left

References

Pastor _____ Address _____

Phone _____ City/State/Zip _____

Employer _____ Address _____

Phone _____ City/State/Zip _____

Other _____ Address _____

Phone _____ City/State/Zip _____

Other _____ Address _____

Phone _____ City/State/Zip _____

Other _____ Address _____

Phone _____ City/State/Zip _____

NOTIFICATION TO APPLICANT (please read carefully)

Equal Employment Opportunity

Traverse City Christian School does not discriminate on the basis of race, color, national origin.

Authorization to Work in the U.S.

Before any applicant to be offered employment can begin work, the person will be required and must be able to verify and document that he or she is authorized to work in the United States according to the requirements of federal law. Any offer of employment made to an applicant is conditioned upon the applicant's completion of this process.

Criminal Records Check

An applicant to be offered employment is required to submit to a criminal records check by state and federal law enforcement agencies, which requires the person to be fingerprinted. Any offer of employment is conditioned upon the applicant's completion of the criminal records check procedures and a review of the results.

Employment Misconduct Check

As required by law, an applicant to be offered employment shall be required to execute an authorization and release for previous employers to provide Traverse City Christian School with any information about acts of misconduct by him or her during his or her previous employment with any prior employer. Any offer of employment is conditioned upon the applicant's completion of the employment misconduct check procedures and a review of the results.

Truthful Application

The information provided by an applicant on this application or through any written or verbal communication made by the applicant during the application and/or review process must be completely truthful and provided without any concealment, misrepresentation, falsehood, evasion or dishonesty of any kind. Any offer of employment is conditioned upon the applicant being completely truthful in the information provided in the application and/or interview process and the continued employment of a person with Traverse City Christian School may be terminated if any information provided by the applicant during the application and/or interview process is later found to be false, untruthful, or otherwise constitute concealment, misrepresentation, evasion or dishonesty of any kind.

APPLICANT'S ACKNOWLEDGEMENT AND CONSENT

I, the undersigned applicant, acknowledge that I have carefully read all of the notices listed on the previous page, and understand that consideration of my application for employment and any offer of employment made to me by Traverse City Christian School shall be subject to the conditions specified therein. I acknowledge and understand that I must cooperate fully and completely in providing all materials, information and documentation necessary to complete the application, interview and pre-employment procedures to be considered for employment. Furthermore, I hereby expressly consent to and authorize Traverse City Christian School to conduct a pre-employment investigation with respect to my application for employment and the information I have provided during the application and/or interview process related to my application for employment. I hereby expressly consent to and authorize Traverse City Christian School to contact and communicate with any person, employers, associations, businesses, schools, institutions, organizations, agencies, courts or governmental entities to confirm and/or obtain information about me related to consideration for employment and hereby release Traverse City Christian School including its employees and/or agents, and those contacted from any liability for seeking, obtaining and/or providing information about me related to consideration of me for the employment by Traverse City Christian School, and to make available to the school district copies of all documents in my personnel record maintained by any and all of my current, or former employers and any employees acting on their behalf, from any liability for providing information related by my performance, including information about any acts of misconduct by me, and waive an written notice required under Section 6 of the Bullard-Plawecki Employee Right to Know Act, MCL 423.506, with respect to any such disclosure of information by them.

Date _____

Applicant's Signature _____