

For office use only
 Call for interview ___Y ___N
 Date of interview _____
 F.I.
 1 2 3 4 5 6 7 8 9 10
 Date of Hire _____

Dominion Ridge Academy

Employment Application
80 North Lake Ave
Front Royal, VA 22630
 Telephone (540) 635-6799
 Fax (540) 635-6152

Please **Print** using a pen.

Date of Application: _____

NAME (FIRST, MI, LAST)		POSITION DESIRED		
PRESENT ADDRESS (NO., STREET, CITY, STATE, ZIP CODE)				PHONE NO. (INCLUDE AREA CODE)
PERMANENT ADDRESS (IF DIFFERENT THAN ABOVE)		CELL PHONE NO.	DO YOU TEXT? <input type="checkbox"/> YES <input type="checkbox"/> NO	EMAIL ADDRESS
IN CASE OF EMERGENCY, PLEASE NOTIFY (NAME)		ADDRESS		PHONE
REFERRED BY <input type="checkbox"/> AGENCY <input type="checkbox"/> NEWSPAPER <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> OTHER (SPECIFY)				
ARE YOU OVER AGE 18? <input type="checkbox"/> YES <input type="checkbox"/> NO		U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF "NO", DO YOU HAVE A WORK VISA? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME AND ADDRESS OF EDUCATIONAL INSTITUTIONS ATTENDED		YEARS COMPLETED	CREDIT HOURS	DEGREE RECEIVED
HIGH SCHOOL				MAJOR
COLLEGE				
WHAT OTHER TRAINING OR SKILLS HAVE YOU ACQUIRED:				
WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY? READ? WRITE?				
ARE YOU NOW ATTENDING SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF "YES", EXPLAIN...		WHERE? HOW OFTEN?
If hired, tell us why you would be a benefit to our school? (One sentence)				
ARE YOU WILLING TO BE A LEAD TEACHER? <input type="checkbox"/> YES <input type="checkbox"/> NO		Do You consider yourself a Christian? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes," indicate why you believe so.		DO YOU HAVE RELIABLE TRANSPORTATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a current member, in good standing, of a local Church? <input type="checkbox"/> YES <input type="checkbox"/> NO		If "yes" indicate the name and address of the Church. Include the Pastor's name and phone number.		
DO YOU READ YOUR BIBLE DAILY? <input type="checkbox"/> YES <input type="checkbox"/> NO		WHAT DENOMINATION DO YOU BELONG TO?		
Have you ever been convicted on any charge by any court or court martial? <input type="checkbox"/> YES <input type="checkbox"/> NO		If "yes", list convictions, date, place and disposition. Do not list minor traffic violations.		

Have you ever been employed at a childcare center before? <input type="checkbox"/> YES <input type="checkbox"/> NO When? _____ How long? _____ Name of center _____	What is your brief philosophy of teaching & training young children?
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If hired, what hourly rate are you looking for? _____

If hired, what hours would you like to work? _____

Why do you wish to work with children?	Are you willing to work overtime? <input type="checkbox"/> YES <input type="checkbox"/> NO
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PRESENT OR LAST EMPLOYMENT

COMPANY	PHONE#	DATES (FROM)	(TO)
ADDRESS		STARTING SALARY	FINAL SALARY
NAME / TITLE OF SUPERVISOR		DESCRIPTION OF YOUR DUTIES	
YOUR TITLE		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	
REASON LEAVING			

PREVIOUS EMPLOYMENT

COMPANY	PHONE#	DATES (FROM)	(TO)
ADDRESS		STARTING SALARY	FINAL SALARY
NAME / TITLE OF SUPERVISOR		DESCRIPTION OF YOUR DUTIES	
YOUR TITLE			
REASON FOR LEAVING			

COMPANY	PHONE#	DATES (FROM)	(TO)
ADDRESS		STARTING SALARY	FINAL SALARY
NAME / TITLE OF SUPERVISOR		DESCRIPTION OF YOUR DUTIES	
YOUR TITLE			
REASON FOR LEAVING			

COMPANY	PHONE#	DATES (FROM)	(TO)
ADDRESS		STARTING SALARY	FINAL SALARY
NAME / TITLE OF SUPERVISOR		DESCRIPTION OF YOUR DUTIES	
YOUR TITLE			
REASON FOR LEAVING			

CHARACTER REFERENCES (NOT RELATED TO YOU)

NAME	ADDRESS	PHONE NO. (INCLUDE AREA CODE)

I hereby certify answers given by me to the foregoing questions and statements are true and correct, without any reservations of any kind whatsoever. I understand if I am employed, false statements may result in my immediate dismissal at any time during the period of my employment.

SIGNATURE OF APPLICANT	DATE
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