



Non-Teaching Application for Employment

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

Applicant's Name: _____ Date: _____

Address: _____

City: _____ State, Zip: _____

Home Phone Number: _____ Cell Phone: _____

Email: _____

POSITION DESIRED: _____

Full time ___ Part time ___ Date available: ____/____/____

How did you learn about the position for which you are applying?

Can you submit verification of your legal right to work in the US? Yes ___ No ___

CHRISTIAN BACKGROUND

* **In your own handwriting**, on separate paper, briefly give your Christian testimony.

What is your local church affiliation? _____

PROFESSIONAL QUALIFICATIONS

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____

Your Major(s) / Minor(s)

eastbrookacademy.org

5375 North Green Bay Ave
Milwaukee, WI 53209
414-228-7905

EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed?
If so, what was the name or names? _____

PERSONAL REFERENCES

Give three references who are qualified to speak of your spiritual experience and Christian service.

Name/Complete Address	Phone/Email	Position
1. _____ _____		
2. _____ _____		
3. _____ _____		

Give three references who are qualified to speak of your professional training and experience.
List your current or most recent supervisor first.

Name/Complete Address	Phone/Email	Position
1. _____ _____		
2. _____ _____		
3. _____ _____		

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Eastbrook Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Eastbrook Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

I authorize the school to conduct a criminal records check*. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I have not been convicted of, nor am I under pending indictment for, any crimes, including sexual abuse or harassment.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

*Social Security No. (necessary for background check)

Date of Birth