



Columbia Academy
 1101 West 7th Street, Columbia, TN 38401
 Phone (931) 388-5363 Fax (931) 380-8506

APPLICATION FOR EMPLOYMENT

(Please Print)

Date ____ / ____ / ____

Soc. Sec. # ____ - ____ - ____

Name _____
Last First Middle

Address _____
No. Street City State Zip

Telephone No. () _____ Referred by: Our Advertisement Your College or University
 Friend or Relative Your church Leadership

Are you legally eligible for employment in the United States? Yes No If NO, a work permit will be required.

Position(s) applied for _____

Will you accept employment that is Full Time Part Time Temporary ?

If part time, check days/hours available: Mon. ____ to ____; Tue. ____ to ____; Wed. ____ to ____;
 AM PM AM PM AM PM AM PM AM PM AM PM
 Thu. ____ to ____; Fri. ____ to ____; Sat. ____ to ____
 AM PM AM PM AM PM AM PM AM PM AM PM

Date you are available to start work: ____ / ____ / ____, Salary or wages desired: \$ _____

Have you worked for CA before? ____, If YES, When _____ Position: _____

Church Membership: _____
Congregation City/State

Do you drink alcohol? _____ Do you use tobacco in any form? _____

Indicate special qualifications or skills: _____

EDUCATION

NAME & LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DEGREE DATE	DEGREE
High School				
Undergraduate/University				
College/University				
Post Graduate College/University				

Are you employed at the present time? Yes No If hired, will you work overtime if required? Yes No

Have you ever been bonded in prior employment ? _____ If YES, list name(s) of employer(s): _____

Have you ever been convicted of a crime (other than a minor traffic violation)? _____ If YES, list convictions:
 (A conviction does not necessarily disqualify an applicant for the position).

TEACHING EXPERIENCE

(Start with most recent employer. Include any student teaching)

Employer:	Phone:	From:	To:
Address:	City, State, Zip	Position:	
Duties:		Principal or Supervisor's Name:	
		Starting Salary/Wages:	
Are you employed at this time? If not, reason for leaving:		Final Salary/Wages:	
Employer:	Phone:	From:	To:
Address:	City, State, Zip	Position:	
Duties:		Principal or Supervisor's Name:	
		Starting Salary/Wages:	
Reason for leaving:		Final Salary/Wages:	

Non-Teaching Work Experience

Employer:	Phone:	From:	To:
Address:	City, State, Zip	Position:	
Duties:		Principal or Supervisor's Name:	
Reason for leaving:			
Employer:	Phone:	From:	To:
Address:	City, State, Zip	Position:	
Duties:		Principal or Supervisor's Name:	
Reason for leaving:			

MILITARY SERVICE

BRANCH OF SERVICE	FROM	TO	RANK & DUTIES	DATE DISCHARGED	HONORABLE	
					Yes	No

REFERENCES (Include at least one educational reference and one Elder or Minister)

NAME	ADDRESS	YEARS KNOWN	TELEPHONE

Please attach your résumé, school transcripts, _____

TN Teachers Certificate No.: _____ for Grades: _____

Areas of Certification: _____

Teacher certification from what other States? _____ Have you had any teacher certificate suspended or revoked? _____

If so, Why? _____

Other areas with 12 or more college credit hours _____

Subjects you prefer to teach _____ Grades you prefer _____

Sports you could coach _____

Activities you could sponsor _____

The above information is true and complete to the best of my knowledge. Should I be employed by the School, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The School, in compliance with the provisions of the Fair Credit Reporting Act of Sept. 1997, may contact directly or employ the services of investigative agencies to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the School.

I understand this application does not constitute an employment contract of any kind. Should I be employed by the School, I may resign such employment at any time at my discretion with or without notice and the School may terminate my employment at any time at their discretion, with or without cause and with or without prior notice, unless a separate school written contract is executed.

Date: _____ Signature of Applicant: _____