

**EMPLOYMENT APPLICATION**  
**Marshall Area Christian School**  
**601 E. College Dr., PO Box 751, Marshall, MN 56258-0751**

**A. GENERAL INFORMATION**

Application Date \_\_\_\_\_ Position applying for \_\_\_\_\_

Date Available \_\_\_\_\_ Position desired \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Substitute \_\_\_\_\_

\_\_\_\_\_  
Last name First Name Middle Initial

\_\_\_\_\_  
Street Address/PO Box City State Zip Code

\_\_\_\_\_  
Social Security No. License No. Daytime Phone No./Evening Phone No.

Please list any other addresses where you have resided at any time during the last five years \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have the legal right to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

If asked, could you provide proof of your citizenship? \_\_\_\_\_ Yes \_\_\_\_\_ No

How did you hear about this position? \_\_\_\_\_

**B. EMPLOYMENT HISTORY**

Please list present or most recent position first. Cover the last seven years, including periods of self-employment or unemployment. Fill in all the information.

May we contact your present employer(s)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

Phone No. \_\_\_\_\_ Position \_\_\_\_\_

Describe major duties \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ Total months/years \_\_\_\_\_ Salary/Wages \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

Marshall Area Christian School does not discriminate in employment on the basis of gender, race, national or ethnic origins, age, or disability; nor does Marshall Area Christian School discriminate in enrollment or in the provision of its programs and services on the basis of gender, race, or national or ethnic origins.

Name of Employer \_\_\_\_\_  
Address of Employer \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Position \_\_\_\_\_  
Describe major duties \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Total months/years \_\_\_\_\_ Salary/Wages \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Name of Employer \_\_\_\_\_  
Address of Employer \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Position \_\_\_\_\_  
Describe major duties \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Total months/years \_\_\_\_\_ Salary/Wages \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Name of Employer \_\_\_\_\_  
Address of Employer \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Position \_\_\_\_\_  
Describe major duties \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Total months/years \_\_\_\_\_ Salary/Wages \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

**C. PROFESSIONAL QUALIFICATIONS**

Please attach copies of all your post-secondary transcripts, if you have not already provided them to Marshall Area Christian School.



**6. In one or two paragraphs, describe your personal relationship with and commitment to Jesus Christ.**

**7. Briefly describe your philosophy of Christian education.**

**8. Why are you interested in a position at Marshall Area Christian School?**

**9. Please list any additional information on a separate piece of paper that you would like to present regarding your candidacy for this position.**

**E. REFERENCES AND CREDENTIALS**

**Please attach a copy of your resume, credentials, and three references (not family members or relatives) who are qualified to speak of your spiritual experience and Christian service.**

**F. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Marshall Area Christian School does not discriminate in its employment practices against any person because of gender, race, national or ethnic origin, age, or 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 Marshall Area Christian School 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 Marshall Area Christian 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 Marshall Area Christian 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 Marshall Area Christian 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 Marshall Area Christian School.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording fingerprints as necessary for such an investigation. I authorize Marshall Area Christian School to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from Marshall Area Christian School is conditioned upon the receipt of background information, including criminal background information. Marshall Area Christian School may refuse employment or terminate conditional employment if it deems any background information unfavorable or that it could reflect adversely on Marshall Area Christian School or on me as a Christian role model.

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.

**Applicant's Name (Print)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

## AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a \_\_\_\_\_ with Marshall Area Christian School. I have authorized Marshall Area Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize Marshall Area Christian School to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to Marshall Area Christian 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 Marshall Area Christian 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 Marshall Area Christian School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

**Applicant's Name (Print)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

**Applicant's Social Security No.** \_\_\_\_\_

**Mailing Address for Employer:**  
Marshall Area Christian School  
601 E College Dr  
PO Box 751  
Marshall MN 56258-0751