



# UNION CHRISTIAN ACADEMY

4201 Windsor Drive Ft. Smith, AR 72903

## Employment Application

**Please send completed form to:**

**Attn: Superintendent**  
**Union Christian Academy**  
**4201 Windsor Drive**  
**Fort Smith, Arkansas 72904**  
**479.783.7327**  
**Fax: 479.783.9342**

**For Office Use Only**

\_\_\_\_\_ Interview (Date/Time): \_\_\_\_\_

\_\_\_\_\_ Letter of Application

\_\_\_\_\_ License (If required)

\_\_\_\_\_ Reference Check

\_\_\_\_\_ Transcripts/Credentials

\_\_\_\_\_ Criminal Background Check

**Name:** \_\_\_\_\_  
 \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle

**Current Address:** \_\_\_\_\_  
 \_\_\_\_\_ Street

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

**Permanent Address:** \_\_\_\_\_  
 \_\_\_\_\_ Street

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

**Telephone Number(s):** Day \_\_\_\_\_ Evening \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Have you been convicted of a felony?** \_\_\_\_ Yes \_\_\_\_ No *If yes, explain below.*

*This document, and accompanying information, will be destroyed within one (1) year of the date it is received unless the applicant becomes employed by Union Christian Academy. Union does not discriminate on the basis of gender, race, color, national origin, disability, religion, or age.*

# **Employment Experience**

*List all of your previous employment experience, including short-term or temporary jobs. Start with your present position.*

1. *Employer* \_\_\_\_\_ *Dates Employed* \_\_\_\_\_  
*Address* \_\_\_\_\_  
*Telephone Number* \_\_\_\_\_  
*Job Title/Position* \_\_\_\_\_ *Supervisor* \_\_\_\_\_  
*Reason for leaving* \_\_\_\_\_  
\_\_\_\_\_

2. *Employer* \_\_\_\_\_ *Dates Employed* \_\_\_\_\_  
*Address* \_\_\_\_\_  
*Telephone Number* \_\_\_\_\_  
*Job Title/Position* \_\_\_\_\_ *Supervisor* \_\_\_\_\_  
*Reason for leaving* \_\_\_\_\_  
\_\_\_\_\_

3. *Employer* \_\_\_\_\_ *Dates Employed* \_\_\_\_\_  
*Address* \_\_\_\_\_  
*Telephone Number* \_\_\_\_\_  
*Job Title/Position* \_\_\_\_\_ *Supervisor* \_\_\_\_\_  
*Reason for leaving* \_\_\_\_\_  
\_\_\_\_\_

4. *Employer* \_\_\_\_\_ *Dates Employed* \_\_\_\_\_  
*Address* \_\_\_\_\_  
*Telephone Number* \_\_\_\_\_  
*Job Title/Position* \_\_\_\_\_ *Supervisor* \_\_\_\_\_  
*Reason for leaving* \_\_\_\_\_  
\_\_\_\_\_

5. *Employer* \_\_\_\_\_ *Dates Employed* \_\_\_\_\_  
*Address* \_\_\_\_\_  
*Telephone Number* \_\_\_\_\_  
*Job Title/Position* \_\_\_\_\_ *Supervisor* \_\_\_\_\_  
*Reason for leaving* \_\_\_\_\_

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6. *Employer* \_\_\_\_\_ *Dates Employed* \_\_\_\_\_  
*Address* \_\_\_\_\_  
*Telephone Number* \_\_\_\_\_  
*Job Title/Position* \_\_\_\_\_ *Supervisor* \_\_\_\_\_  
*Reason for leaving* \_\_\_\_\_

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*We may contact the employers listed above unless you indicate those you do not want us to contact. Employer number(s) listed above:* \_\_\_\_\_  
*Reason:* \_\_\_\_\_

*Summarize special job-related skills and qualifications acquired from employment or other experiences which are relevant to the position(s) for which you are applying.*

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# Education

*High School, college and/or other schools attended:*

	<i>Major/Minor Fields</i>	<i>Degree</i>
<i>School name</i> _____	_____	_____

*Location* \_\_\_\_\_

*School name* \_\_\_\_\_

*Location* \_\_\_\_\_

*School name* \_\_\_\_\_

*Location* \_\_\_\_\_

*School name* \_\_\_\_\_

*Location* \_\_\_\_\_

*School name* \_\_\_\_\_

*Location* \_\_\_\_\_

*Special Honors or awards* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Leadership, management or supervisory experience* \_\_\_\_\_

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# References

1. *Name* \_\_\_\_\_ *Phone* \_\_\_\_\_

*Address* \_\_\_\_\_

2. *Name* \_\_\_\_\_ *Phone* \_\_\_\_\_

*Address* \_\_\_\_\_

3. *Name* \_\_\_\_\_ *Phone* \_\_\_\_\_

*Address* \_\_\_\_\_

## **Additional Information**

*Name and address of the local church you attend.* \_\_\_\_\_

\_\_\_\_\_  
*What experience have you had in your church, the Christian community, or other types of service?*

\_\_\_\_\_  
*Have you ever been discharged from employment for any reason? If yes, explain.*

\_\_\_\_\_  
*Membership in professional or civic organizations*

## **Applicant's Statement**

*I certify that answers given herein are true and complete to the best of my knowledge.*

*I authorize all former employers and any other persons to provide UCA with any information, evaluations, and records concerning me, and hereby release UCA from any and all claims and damages, and causes of action that may hereafter arise from the provision of information, evaluations or records pursuant to this authority.*

*I understand that this application is not and is not intended to be a contract of employment; if hired, the employment relationship between myself and the company is terminable at will, with or without cause, by either myself or the company. In the event of my employment to a position with UCA, I will comply with all rules and regulations.*

*Additionally, I authorize UCA to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party, with an interest that UCA deems appropriate.*

*In compliance with the Immigration Reform Control Act all personnel hired after 11/1/86 must show documents that establish identity (e.g., driver's license) and employment eligibility (e.g., Social Security card). If hired, I will need to produce the*

*proper documents within three (3) days from date of hire, or I will not be allowed to continue work for Union Christian Academy.*

*In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.*

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*Signature of Applicant* *Date*

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## **Statement of Faith**

*Please state your personal beliefs about God.*

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## **Authority to Release Information**

I hereby authorize Union Christian Academy to obtain any information on file in any law enforcement record(s), including but not limited to, any record of charge, prosecution, or conviction for criminal or civil offenses. I hereby direct you to release such information upon request to the bearer. This release is executed with full knowledge and understanding that the information is for the official use of Union Christian Academy. Consent is granted for Union to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, law enforcement agency, or criminal justice agency, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by Federal statute or regulation. I have been advised that Union will utilize this number only to facilitate the location of law enforcement records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name(Signature): \_\_\_\_\_  
*(Include maiden & any other previously-used name)*

Full Name(Typed or Printed): \_\_\_\_\_  
*(Include maiden & any other previously-used name)*

Social Security Account Number: \_\_\_\_\_

Driver's License#/State/Expiration: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_  
*(City, State) (County)*

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_  
*(Official, Union Christian Academy)*