

Application for Employment

Lighthouse Christian Fellowship/Beacon Christian Academy

100 Beacon Drive, Kitty Hawk, NC 27949 ~ (252) 715-3235 ~ www.beaconobx.com

Instructions: To assist us in better understanding your qualifications and interests and to assure the fullest consideration, please provide all of the information requested on this application. Sign the application and return it to the office. **PLEASE PRINT OR TYPE ALL INFORMATION.**

Personal Information

<hr/>	<hr/>	<hr/>	<hr/>
Last Name	First Name	Middle Name	Application Date
Are you 18 years of age or older? Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Birth _____			
<hr/>		<hr/>	<hr/>
Address	City	State	Zip
<hr/>		<hr/>	<hr/>
Cell Phone	Alternate Phone	Social Security Number	
<hr/>			
Names used in the last five years			
Are you a United States Citizen or Alien legally authorized to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<hr/>		<hr/>	
N.C. Driver's License #	Email Address		

Position and Availability

What position are you seeking? _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
What date could you start? _____ How many hours a week would you like to work? _____
What is your desired pay? _____
Are you able to perform the essential functions of the position you are applying for without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please explain on separate sheet.
Have you ever been convicted of, or pled guilty or no contest to, a crime other than a minor traffic violation, or are you now under charges for any criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain fully on a separate sheet.
Have you ever had an abuse or neglect or child maltreatment substantiation? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list county/state, date and explain fully. Use an additional piece of paper if more space is needed: _____
(The offense(s) and how recently you were convicted will be evaluated in relation to the job for which you are applying.)

Background

Please provide the following information concerning your church attendance over the past five years:

Do you consider yourself to have a personal relationship with God? Yes <input type="checkbox"/> No <input type="checkbox"/> Please share any info about your relationship with the Lord with us: _____			
<hr/>			
Current church	Dates attended	Address	Phone
<hr/>			
Previous church			
<hr/>			
Previous church			
<hr/>			

List each county and state of residence for the past 5 years:

Name of county	State	Year (s)

Employment History

List your last 3 employers beginning with your current or most recent employer:

Current/Last Employer	Address	City	State	Zip
Position	Supervisor	Telephone		
Start Date	Ending Date	Starting Pay	Ending Pay	Reason for Leaving
Please describe your duties:				

Current/Last Employer	Address	City	State	Zip
Position	Supervisor	Telephone		
Start Date	Ending Date	Starting Pay	Ending Pay	Reason for Leaving
Please describe your duties:				

Current/Last Employer	Address	City	State	Zip
Position	Supervisor	Telephone		
Start Date	Ending Date	Starting Pay	Ending Pay	Reason for Leaving
Please describe your duties:				

Education

Circle highest levels completed: 9 10 11 12 GED College: 1 2 3 4 Graduate School: 1 2 3 4

List all schools you attended:

Name and Location	Dates Attended	Course of Study	Degree/Diploma
Name and Location	Dates Attended	Course of Study	Degree/Diploma
College:			
Name and Location	Dates Attended	Course of Study	Degree/Diploma
Graduate School:			
Name and Location	Dates Attended	Course of Study	Degree/Diploma

References

Name	Phone Number	Relationship
Name	Phone Number	Relationship
Name	Phone Number	Relationship

I certify that I have given true, accurate, and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration, and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigations of all statements made in this application and understand that false information of documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action, or dismissal if I am employed, and (or) criminal action. I further understand that dismissal on unemployment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Signature of Applicant _____ Date _____

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. For example, you may wish to mention awards you have received, or leadership positions in civic groups or denominational agencies. Also use this section to expand any statements made in other sections of this application form. Attach additional sheets if necessary.