



Knoxville Christian School

11549 Snyder Road ♦ Knoxville, TN 37932

EMPLOYMENT APPLICATION

Today's Date: ___ / ___ / 20__

PERSONAL DATA

Name _____			
<i>(Last)</i>	<i>(First)</i>	<i>(MI)</i>	<i>(Preferred Name)</i>
Address _____			
<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
Phone _____			
<i>(Home)</i>	<i>(Cell)</i>	<i>(other)</i>	
E-mail Address _____			Birth Date _____
			Social Security No. _____
Referral Source:			
<input type="checkbox"/> School Website		<input type="checkbox"/> Personal Referral	
<input type="checkbox"/> Church		<input type="checkbox"/> Other _____	
<small>Please specify</small>			

POSITION/GRADE/SUBJECT DESIRED

<input type="checkbox"/> Preschool	<input type="checkbox"/> Math	<input type="checkbox"/> Art	<input type="checkbox"/> Substitute Teacher
<input type="checkbox"/> Elementary	<input type="checkbox"/> Science	<input type="checkbox"/> Music	<input type="checkbox"/> Preschool <input type="checkbox"/> Grades K-5 <input type="checkbox"/> Grades 6-12
<input type="checkbox"/> Middle School	<input type="checkbox"/> English	<input type="checkbox"/> Foreign Language	
<input type="checkbox"/> High School	<input type="checkbox"/> History	<input type="checkbox"/> Other _____	<input type="checkbox"/> Coach (team _____)

JOB SKILLS

Please list any training, experience, or qualifications you have to perform the duties that relate to the area for which you are applying:

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EDUCATIONAL PREPARATION (you may attach a resume, but "see resume" is not sufficient)

Name of School	Location (City and State)	# of Years Attended	Degree	Major
High School/GED				
Undergraduate/Technical				
Graduate				

CERTIFICATION/LICENSURE

Teacher Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate Number _____	Expiration Date _____	Endorsements _____
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EMPLOYMENT HISTORY (if more space is needed, please submit on a separate sheet of paper)

Present or Last Employer:	Dates (Month and Year)		Salary/Wage	
	From	To	Beginning	Ending
Name _____				
Address _____	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>	
Phone _____	Supervisor _____		Supervisor's Title _____	
Job Title _____				
Duties _____				
Reason for Leaving _____				

EMPLOYMENT HISTORY *Continued*

Second Previous Employer:		Dates (Month and Year)		Salary/Wage	
		From	To	Beginning	Ending
Name: _____					
Address _____		(City)		(State) (Zip)	
Phone _____					
Job Title _____		Supervisor		Supervisor's Title	
Duties _____					
Reason for Leaving _____					

Third Previous Employer:		Dates (Month and Year)		Salary/Wage	
		From	To	Beginning	Ending
Name: _____					
Address _____		(City)		(State) (Zip)	
Phone _____					
Job Title _____		Supervisor		Supervisor's Title	
Duties _____					
Reason for Leaving _____					

OTHER INFORMATION

Are you legally able to work in the United States of America? Yes No

Have you ever been employed by Knoxville Christian School? Yes No

If yes,
 Dates of Employment: _____
 Position Title: _____
 Supervisor: _____

Have you ever been dismissed from a position or asked to resign? Yes No

Have you ever resigned rather than face disciplinary action and/or nonrenewal by an employer and/or disciplinary action against a certificate/license? Yes No

If yes, please provide details:

Have you ever been convicted of a felony or misdemeanor, including any traffic violations and/or suspended imposition(s) of sentence(s)? Yes No

If yes, please provide date(s): _____ Yes No

Offense(s): _____

REFERENCES *(List four (4) nonrelatives who can assess your professional ability, personality, and character.)*

(1) Spiritual Leader Reference (minister or elder)	Title	Work Phone	Home/Cell Phone

(Name)	(Address, City, State & Zip)		
(2) Educator Reference (teaching candidates only)	Title	Work Phone	Home/Cell Phone

(Name)	(Address, City, State & Zip)		
(3) Supervisor Reference (non-teaching candidates only)	Title	Work Phone	Home/Cell Phone

(Name)	(Address, City, State & Zip)		
(4) Personal Reference: <input type="checkbox"/> Work-Related <input type="checkbox"/> Personal	Title	Work Phone	Home/Cell Phone

(Name)	(Address, City, State & Zip)		
(5) Personal Reference: <input type="checkbox"/> Work-Related <input type="checkbox"/> Personal	Title	Work Phone	Home/Cell Phone

(Name)	(Address, City, State & Zip)		

PERSONAL INFORMATIONAre you an active member of any congregation? Yes No

Name of Congregation _____ Preacher _____

Address _____ Phone _____

Church Activity Involvement _____

Marital Status: Single Married Widowed Divorced Separated

Spouse's Name _____ Employer _____

Work Phone _____ Email _____

Children's Name/Ages _____

Why have you applied for this position? _____

What do you believe is the role of a teacher?

Please include the copies of the following documents when you submit your application package:

<input type="checkbox"/>	Completed Application	<input type="checkbox"/>	Current Resume
<input type="checkbox"/>	Copy of Teaching Certificate (teachers only)	<input type="checkbox"/>	Copy of Driver's License
<input type="checkbox"/>	Copy of Transcripts AND Diplomas	<input type="checkbox"/>	Copy of Social Security Card (or passport)

You must submit for fingerprinting and background check, if hired.

Please send your application package to the following address:

Mr. Bobby Simpson
 Knoxville Christian School
 11549 Snyder Road
 Knoxville, TN 37932
 Phone: (865) 966-7060
 Fax: (865) 671-2138
 Email:
bsimpson@kcsknights.org

KCS does not unlawfully discriminate in employment opportunities.

I authorize Knoxville Christian School to make any investigation of any personal, educational, vocational or employment history as stated on this application. I further authorize any current or former employee, person, firm, corporation, educational or vocational institution or government agency to provide Knoxville Christian School with information they have regarding me. I hereby release Knoxville Christian School and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree the falsification or omission of facts called for in this application, including any accompanying inserts, shall be sufficient cause for dismissal. I understand Knoxville Christian School is drug free, smoke free and tobacco free. I understand any offer of employment is conditional based upon a completed criminal background check.

Applicant Signature_____
Date