



# Knoxville Christian School

11549 Snyder Road ♦ Knoxville, TN 37932

## EMPLOYMENT APPLICATION

Today's Date: \_\_\_\_/\_\_\_\_/20\_\_

### PERSONAL DATA

Name (Last) (First) (MI) (Preferred Name)

Address (Street) (City) (State) (Zip)

Phone (Home) (Cell) (other)

E-mail Address Birth Date  
Social Security No.

Referral Source: ☐ Website ☐ Personal Referral  
☐ Church ☐ Other

Please specify

### POSITION/GRADE/SUBJECT DESIRED

☐ Preschool ☐ Math ☐ Art ☐ Substitute Teacher  
☐ Elementary ☐ Science ☐ Music ☐ Preschool ☐ Grades K-5 ☐ Grades 6-12  
☐ Middle School ☐ English ☐ Foreign Language  
☐ High School ☐ History ☐ Other ☐ 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:

### 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	
Name		From	To	Beginning	Ending
Address (Street)		(City)		(State)	(Zip)
Phone					
Job Title		Supervisor		Supervisor's Title	
Duties					
Reason for Leaving					

EMPLOYMENT HISTORY <i>Continued</i>				
<b>Second Previous Employer:</b>		Dates (Month and Year)		Salary/Wage
		From	To	Beginning      Ending
<b>Name:</b>				
<b>Address</b> _____ (Street)		_____ (City)		_____ (State)      _____ (Zip)
<b>Phone</b> _____				
<b>Job Title</b> _____		Supervisor _____		Supervisor's Title _____
<b>Duties</b> _____				
<b>Reason for Leaving</b> _____				
<b>Third Previous Employer:</b>		Dates (Month and Year)		Salary/Wage
		From	To	Beginning      Ending
<b>Name:</b>				
<b>Address</b> _____ (Street)		_____ (City)		_____ (State)      _____ (Zip)
<b>Phone</b> _____				
<b>Job Title</b> _____		Supervisor _____		Supervisor's Title _____
<b>Duties</b> _____				
<b>Reason for Leaving</b> _____				
OTHER INFORMATION				
Are you legally able to work in the United States of America?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed by Knoxville Christian School?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes,				
Dates of Employment: _____				
Position Title: _____				
Supervisor: _____				
Have you ever been dismissed from a position or asked to resign?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever resigned rather than face disciplinary action and/or nonrenewal by an employer and/or disciplinary action against a certificate/license?				<input type="checkbox"/> Yes <input type="checkbox"/> 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)?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide date(s): _____				<input type="checkbox"/> Yes <input type="checkbox"/> No
Offense(s): _____				
REFERENCES <i>(List four (4) nonrelatives who can assess your professional ability, personality, and character.)</i>				
(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 INFORMATION			
Are you an active member of any congregation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Congregation _____		Preacher _____	
Address _____		Phone _____	
Church Activity Involvement _____			
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> 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 Transcript	<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:

Mrs. Sheila Parham  
 Knoxville Christian School  
 11549 Snyder Road  
 Knoxville, TN 37932  
 Phone: (865) 966-7060  
 Fax: (865) 671-2138  
 Email: [sparham@kcsknights.org](mailto:sparham@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 \_\_\_\_\_