

Support Staff



List certificates and endorsements for which you are qualified.

Mesquite Friendship Christian Academy
680 E. Highway 80 Mesquite, TX 75149

Date _____

(Please Print Legibly)

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City, State, Zip Code) (Telephone)

Hours available for work _____ Seeking: Full-time Part-time

Have you ever been convicted of a misdemeanor, felony or any offense involving moral turpitude? Do not include traffic offenses. Yes No If yes, describe briefly _____

If you have a relative who works for Mesquite Friendship Christian Academy or one who serves on the Board of Trustees, please give his/her name and address. Please give relationship. _____

Church Affiliation _____

Congregation Name and Location _____

EDUCATION

School	Name	Location (City & State)	Dates Attended	Diploma or Degree
Last High School Attended				
* Colleges or Universities				
Business or Trade				
Other				

* If you did not receive a degree, indicate the number of college hours attained: _____ Hours _____
Please attach your college transcript with this application

FOR SECRETARIAL/CLERICAL APPLICANTS

Do you type YES NO Number of years experience _____ Words per minute _____

Do you operate a computer? YES NO Type(s) _____

Number of years of experience _____

List words processing, spread sheet software you have used and indicate the number of years experience with each:

Other Special Skills: _____

EXPERIENCE

Please provide your employment history beginning with most recent.

Company Name:	Telephone:
Address:	Employment Dates From: To:
	Name of Supervisor:
State Your Job Title and Describe Your Work:	For the period of time From: To:
	Reason for Leaving:

Company Name:	Telephone:
Address:	Employment Dates From: To:
	Name of Supervisor:
State Your Job Title and Describe Your Work:	For the period of time From: To:
	Reason for Leaving:

Company Name:	Telephone:
Address:	Employment Dates From: To:
	Name of Supervisor:
State Your Job Title and Describe Your Work:	For the period of time From: To:
	Reason for Leaving:

Company Name:	Telephone:
Address:	Employment Dates From: To:
	Name of Supervisor:
State Your Job Title and Describe Your Work:	For the period of time From: To:
	Reason for Leaving:

REFERENCES

Full Name of Reference	Position	Telephone - Day	Telephone - Night

PERSONAL STATEMENT

Please make a statement in your own handwriting concerning your reasons for desiring a position with Mesquite Friendship Christian Academy.

I certify that statements herein as well as those on any attachment(s) to this form are true and complete to the best of my knowledge. I agree that any misstatement(s) or omission(s) will constitute grounds for unfavorable consideration or dismissal from employment.

I hereby understand and acknowledge that, unless otherwise defined by applicable law or contract, any employment relationship with this organization is of an “*at will*” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “*at will*” employment relationship may not be changed by any written document or by the conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that I am not eligible for employment unless official transcripts, certificates, and/or diplomas substantiating documents are acceptable. My application will be retained in the active file for one year and may be reactivated by sending a written request to the Human Resource office before the end of the one year period. My signature signifies my knowledge that the Mesquite Friendship Christian Academy Board of Trustees and Administration will seek a background check by a licensed investigator.

Applicant’s Signature

Date