



Non-Teaching Employment Application

Applications are received, and employees are hired without regard to race, color, sex, age, national origin, marital status, physical or mental handicap, veteran status, or citizenship status. Williamsburg Christian Academy reserves the right to employ persons who have a Christian background, a philosophy of ministry, and a history and lifestyle consistent with Scriptural principles. The receipt of this application does not mean that job openings exist and does not obligate WCA in any way. We appreciate your interest in employment at WCA. **Please include a complete resume with this application.**

Date of application: _____

Personal Information:

Full Name: _____

Address: _____

Home phone: _____ Cell phone: _____

Email address: _____

Preferred method of contact: _____

Are you over the age of 18? ____ Yes ____ No (if no, employment is subject to verification that you are of minimum legal age.)

Are you legally eligible to work in the United States? ____ Yes ____ No

Personal response:

Describe your current relationship with Jesus Christ:

Please list the churches you have attended regularly over the past five years:

Current church: _____	Dates attended: _____
City/State: _____	Phone: _____
Are you a member? Yes No	May we contact?: ____ Yes ____ No

Previous church: _____	Dates attended: _____
City/State: _____	Phone: _____
Are you a member? Yes No	May we contact?: ____ Yes ____ No

Previous church: _____	Dates attended: _____
City/State: _____	Phone: _____
Are you a member? Yes No	May we contact?: ____ Yes ____ No

Employment information:

Position applying for: _____

How did you hear about this position? Were you referred, and if so, by whom? _____

Date available for work: _____

What salary/hourly rate do you expect? _____

Type of employment: Full time Part time Temporary

What are your preferred days and hours, if part time? _____

Have you applied for a job at WCA before? Yes No Have you worked for us before? Yes No

Have you ever been discharged or requested to resign from a position? Yes No

If yes, please explain

Have you ever held a position of trust (handling money or confidential material)? Yes No

If yes, please explain

Do you have a reliable method of getting to work? Yes No

Education information:

Name of high school: _____ Did you graduate? Yes No

City and state: _____ Years completed: _____

Name of college: _____ Did you graduate? Yes No

Degree received and major: _____ Years completed: _____

Name of graduate school or seminary: _____ Did you graduate? Yes No

Degree received and major: _____ Years completed: _____

List any additional training, skills, and experience, including professional licenses or certifications or spoken or written languages, which you believe should be considered in evaluating your qualifications for employment.

Prior Work Record: (start with most recent/present employer)

Company Name: _____ May we contact?: Yes No

Address: _____ Telephone: _____

Date of Employment: From _____ To _____ Starting rate: \$ _____ Ending rate: \$ _____

Name and Position of Immediate Supervisor: _____

Your Position or Title: _____

Describe Your Duties: _____

Reason for Leaving: _____

Company Name: _____ May we contact?: Yes No
 Address: _____ Telephone: _____
 Date of Employment: From _____ To _____ Starting rate: \$ _____ Ending rate: \$ _____
 Name and Position of Immediate Supervisor: _____
 Your Position or Title: _____
 Describe Your Duties: _____
 Reason for Leaving: _____

Company Name: _____ May we contact?: Yes No
 Address: _____ Telephone: _____
 Date of Employment: From _____ To _____ Starting rate: \$ _____ Ending rate: \$ _____
 Name and Position of Immediate Supervisor: _____
 Your Position or Title: _____
 Describe Your Duties: _____
 Reason for Leaving: _____

Personal References: Give three references that we may contact who are qualified to speak of your spiritual experience and Christian service, your professional work and training, and your character and moral values. Do not list relatives or previous supervisors.

Spiritual Reference Name: _____ Relationship: _____
 Email address: _____ Phone: _____ Years known: _____

Professional Reference Name: _____ Relationship: _____
 Email address: _____ Phone: _____ Years known: _____

Character Reference Name: _____ Relationship: _____
 Email address: _____ Phone: _____ Years known: _____

Applicant Statement:

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at Williamsburg Christian Academy is “at-will” and includes no guarantee or promise of employment for any specified length of time. I further understand if hired, a criminal record check will be conducted on me.

I authorize the use of any information in this application and any attached supplements to verify my statements. I authorize the past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from all liability or damages on account of having furnished such information

Applicant Signature (please type your name): _____

Date: _____

Note: If this application is returned by mail, address it to: Attn. Human Resources Team Leader, 101 School House Lane, Williamsburg, VA 23188 and mark the envelope “Personal and Confidential,” or email a scanned copy to hr@williamsburgchristian.org.