

Life Christian Academy  
3200 N. Choctaw Rd.  
Choctaw, Okla. 73020  
(405) 390-5081

Application for Employment  
(Preschool-School/Part-Time/Sub)

Date \_\_\_\_\_

Position Applying for: \_\_\_\_\_  
(Mr.)

Name (Mrs.) \_\_\_\_\_  
(Miss)                      Last                      First                      Middle                      Maiden

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**I. Personal Background**

Date of Birth \_\_\_\_\_

Special needs \_\_\_\_\_ Yes \_\_\_\_\_ No                      If yes, describe. \_\_\_\_\_

Military Status \_\_\_\_\_ Years Military Service \_\_\_\_\_

Social Security Number \_\_\_\_\_ Citizenship \_\_\_\_\_

Marital Status:              Single              Married              Widowed              Divorced              Divorced/Remarried

Spouse (Name and Age) \_\_\_\_\_

Children (Names and Ages) \_\_\_\_\_

List any awards, special recognitions, or honors you have received. \_\_\_\_\_

List special skills (Musical instruments, hobbies, etc.) \_\_\_\_\_

Have you ever been arrested?              \_\_\_\_\_ Yes              \_\_\_\_\_ No

If yes, give details. \_\_\_\_\_

**II. Education**

Name & Location of School	Dates Attended	Degree or Diploma
_____	_____	_____
_____	_____	_____
_____	_____	_____

How many college credits have you completed? \_\_\_\_\_ Major \_\_\_\_\_

Are you presently enrolled in a degree program or training? \_\_\_\_\_

If so, describe. \_\_\_\_\_

Certificate(s) now held: \_\_\_\_\_

**III. Work Experience**

Employer (Name & Location)	Kind of work performed	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

**IV. Child Care/Office Skills & Experience**

Childcare Year's Experience \_\_\_\_\_ Ages worked with \_\_\_\_\_

Office equipment used \_\_\_\_\_

Other business machine(s) – please list \_\_\_\_\_

**V. Spiritual Data**

Have you received Christ as your Lord & Savior? \_\_\_\_\_ When? \_\_\_\_\_

Member of what church? \_\_\_\_\_ Denomination? \_\_\_\_\_

Are you willing to work with members of other evangelical churches? \_\_\_\_\_

Do you believe the Bible to be the inspired and infallible Word of God and final authority in all matters of faith, conduct and truth?

\_\_\_\_\_

**VI. Reference Data**

A. Spiritual – A spiritual leader who knows you well:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

B. Pastoral – Pastor of the church you are now attending *if different* from above:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

C. Professional – Someone who has supervised your work:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Personal References:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Please initial yes or no to the following: **Daycare & Daycamp purposes only**

A Criminal background/Fingerprinting check will be required. \$53.00 \_\_\_\_yes \_\_\_\_no

I agree to pay \$20.00 for ELECCT on line course required by DHS within 90 days of my employment

Yes \_\_\_\_\_ No \_\_\_\_\_

I agree to take CPR/First Aid as required. \_\_\_\_\_Yes \_\_\_\_\_No

I agree to take the training required by DHS annually. \_\_\_\_\_ Yes \_\_\_\_\_ No