



Application for Employment

Applicant Information

Name: _____ Date of Birth: _____
(last name) (first name) (initial) (mm/dd/yyyy)

Address: _____
(street 1) (street 2) (city) (state) (zip code)

Contact: _____ Date of Availability: _____
(phone) (e-mail) (mm/dd/yyyy)

Y N

Have you ever been involuntarily terminated from employment?

(If YES, please attach a complete explanation for the action.)

Note: All candidates for employment will be required to provide the results of a criminal background check. Criminal convictions involving violence, sex, or abuse will generally preclude employment at Trinity Academy.

Skillsets

Position(s) Sought: Administrative Assistant Custodian Development Director Receptionist Other

Identify all software in which you are proficient (e.g. Microsoft Word/Publisher/Excel, Google Drive, etc.):

Identify your level of ability with the following:

Adaptability (0-10): _____ Communication (0-10): _____ Multitasking (0-10): _____

Organization (0-10): _____ Professionalism (0-10): _____

Do you have any other skills that are pertinent for this position?

Trinity Academy does not discriminate on the basis of race, color, ethnicity, national origin, or gender.

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Education

High School:	_____	_____	_____	Graduation:	_____
	(name)	(city)	(state)		(mm/yy)
University:	_____	_____	_____	Graduation:	_____
	(name)	(city)	(state)		(mm/yy)
	Degree: _____	Major(s): _____	Minor(s): _____		
University:	_____	_____	_____	Graduation:	_____
	(name)	(city)	(state)		(mm/yy)
	Degree: _____	Major(s): _____	Minor(s): _____		
University:	_____	_____	_____	Graduation:	_____
	(name)	(city)	(state)		(mm/yy)
	Degree: _____	Major(s): _____	Minor(s): _____		
Other:	_____	_____	_____	Certificate:	_____
	(name)	(city)	(state)		(mm/yy)
	Program(s) of Study: _____				
Other:	_____	_____	_____	Certificate:	_____
	(name)	(city)	(state)		(mm/yy)
	Program(s) of Study: _____				

Recent Work History

Present/Last Job:	_____	_____	_____		
	(company/organization)		(address)		
	_____	_____	_____		
	(start date; mm/yy)	(end date; mm/yy)	(last position held/primary responsibility)		
	_____	_____	_____	_____	_____
	(supervisor/manager name)		(title)		(phone)
2nd Previous Job:	_____	_____	_____		
	(company/organization)		(address)		
	_____	_____	_____		
	(start date; mm/yy)	(end date; mm/yy)	(last position held/primary responsibility)		
	_____	_____	_____	_____	_____
	(supervisor/manager name)		(title)		(phone)
3rd Previous Job:	_____	_____	_____		
	(company/organization)		(address)		
	_____	_____	_____		
	(start date; mm/yy)	(end date; mm/yy)	(last position held/primary responsibility)		
	_____	_____	_____	_____	_____
	(supervisor/manager name)		(title)		(phone)

Y N

May we contact your previous employers?

Have you ever worked in a school environment?

Application for Employment

Your Life in Christ

Church Fellowship: _____ (church name) _____ (address)

_____ (church leader name) _____ (position) _____ (phone)

Y N

I am a regular, active participant in the life of my church family. Number of years in attendance: _____

On an attachment:

1. Briefly share your testimony on how you came to know and serve Jesus Christ as your Lord and Savior.
2. Describe your current relationship with God.

Queries for Prospect

On an attachment, briefly answer the following:

1. What interpersonal skills do you believe to be essential to this position?
2. What virtues do you exhibit that would be an asset to the role?
3. In a collaborative setting, what skills could you contribute to the team?
4. As part of a Christian School, what do you see as your role in furthering the vision of the school?

Professional References (provide at least two professional and one personal)

Reference #1: _____ (name) _____ (address)

_____ (relationship) _____ (e-mail address) _____ (phone)

Reference #2: _____ (name) _____ (address)

_____ (relationship) _____ (e-mail address) _____ (phone)

Reference #3: _____ (name) _____ (address)

_____ (relationship) _____ (e-mail address) _____ (phone)

The information on this application is true, complete, and accurate to the best of my knowledge. I have read and understand the position description.

signature

printed name

date

1. Please attach a copy of your current résumé and post-secondary transcripts.
2. Send the completed documents to: **Trinity Academy Administrator; 306 E South St, PO Box 226; Industry, IL 61440** **OR** e-mail the documents to: **administrator@trinityeagles.org**