



A Distinctly Christian, Values-Based, Fully Accredited College of Ministry

APPLICATION FOR EMPLOYMENT

Davis College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.

INTRODUCTORY INFORMATION:

Name: _____ Date: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: _____

APPLICANT QUESTIONS:

Position desired: _____ Salary desired: _____ Date Available: _____

If hired, can you provide documents required to establish your eligibility to work in the U.S.? ___ Yes ___ No

Are you 18 years of age or older? ___ Yes ___ No

How were you referred to Davis College? _____

Have you been convicted of, or pled guilty/no contest to, a crime other than a minor traffic violation? ___ Yes ___ No

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

EDUCATION:

High School or last grade completed:

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

College or Technical School

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

Other Schooling or Training

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

MILITARY EXPERIENCE:

Branch of Service: _____ From: _____ To: _____

Job-Related Training/Experience: _____

RECORD OF EMPLOYMENT:

List positions starting with most recent:

Employer: _____ Telephone: _____
 Address: _____
 Position Title: _____ Supervisor: _____
 Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____
 Duties: _____
 Reason for Leaving: _____

Employer: _____ Telephone: _____
 Address: _____
 Position Title: _____ Supervisor: _____
 Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____
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 Address: _____
 Position Title: _____ Supervisor: _____
 Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____
 Duties: _____
 Reason for Leaving: _____

WORK-RELATED REFERENCES: (Do not include relatives)

Name	Occupation	Years Known	Contact Information
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

LIST ANY FRIENDS OR RELATIVES CURRENTLY WORKING FOR US: _____

STATEMENT (Please read this statement carefully before signing this application):

I understand that employment with Davis College is at-will, meaning that I or Davis College may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize Davis College to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release Davis College, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand that Davis College requires the successful completion of a drug and/or alcohol test as a condition of employment.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Signature of Applicant: _____ **Date Signed:** _____