



Dallas Christian College

Employment Application

Thank you for your interest in Dallas Christian College.

Applicant Name

Date

Information to applicants seeking employment:

1. Complete the employment application and return via fax to (972) 241-8021 or mail to Dallas Christian College, Human Resource Department, 2700 Christian Parkway, Dallas, TX 75234.
2. Please attach a copy of your resume.
3. Applicants will be referred to hiring departments.
4. Hiring departments conduct interviews, confirm employment references, and recommend one candidate for hire.
5. Candidates approved for hire will be made an offer of employment.
6. All materials submitted become a permanent part of college records.
7. All applicants are subject to criminal and sex offender background checks.



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION									
Name (Last, First):									
Date:					Social Security No.:				
Present Address:									
City:					State:			Zip:	
Permanent Address:									
City:					State:			Zip:	
Home Phone:				Cell Phone:			Email:		
For which department are you applying? (circle all desired)									
Academic Office			Business Office			Food Service			Custodial
Admissions Office			Development			Library			Maintenance
Athletics			Financial Aid			Music			
AVAILABILITY									
When can you start?					Are you applying for (circle one):		Full Time		Part Time
Are you presently employed?		Yes	No						
If so, may we inquire of your present employer?		Yes	No						
List all applicable professional and technical skills.									
BACKGROUND INFORMATION									
Effective January 1, 2009, DCC conducts criminal/sex offender background checks on all applicants. Answering "Yes" to these questions will not necessarily bar you from employment. The nature, severity and date of an offense in relation to the position for which you are applying are considered.									
Have you ever been convicted of a felony or a first degree misdemeanor?							Yes		No
If yes, what were the charges?									
List all applicable counties, states, and years.									
Has your driver's license ever been suspended or revoked?							Yes		No
CITIZENSHIP									
In accordance with federal law, Dallas Christian College hires only U.S. citizens and lawfully authorized alien workers. If an offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the United States prior to the hire date.									
Are you a U.S. citizen?		Yes	No	If not, are you authorized to work in the United States?				Yes	No

FORMER EMPLOYERS

Please list your last two employers beginning with the most recent. Please also attach your resume.

Date	Employer Name and Address	Salary	Position	Reason for Leaving
From:				
To:				
From:				
To:				

EDUCATION

High School:				Address:			
From:		To:		Did you graduate?	YES	NO	Degree:
College:				Address:			
From:		To:		Did you graduate?	YES	NO	Degree:
Other:				Address:			
From:		To:		Did you graduate?	YES	NO	Degree:

REFERENCES

Give below the names of three people (not relatives) whom you have known at least one year.

Name	Address	Telephone	Business	Years Known

AUTHORIZATION

I hereby affirm that all information contained on this application is true to the best of my knowledge. If hired, I understand that any falsification of the information herein may result in disciplinary action up to and including termination of employment.

Signature:	Print Name:
Date:	

For Internal Use Only

Interviewer Name:			
Remarks:			
Neatness:		Character:	
Personality:		Ability:	
Date Hired:	Dept.:	Position:	Hourly Wage:
Signatures:			
Vice President:			
Employee Supervisor:			