



William  
Bradford  
Christian School  
2320 North East First Street  
Pryor OK 74361  
(918) 825-7038 Office  
(918) 825-7037 Fax

## EMPLOYMENT APPLICATION

Application date : \_\_\_\_\_

Date available: \_\_\_\_\_

Your interest in William Bradford Christian School is appreciated. We invite you to fill out this initial application and return it to our school office or via e-mail. We will also contact your references. If there is continued interest in your candidacy, we will arrange for a personal interview. We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, exemplify Christ. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### A. Applicant's Name and Address

Full Name:

Mr./Miss/Mrs./Dr./Rev. (circle one) \_\_\_\_\_  
first mid. initial last

Present Address

\_\_\_\_\_  
Zip Code \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

### B. Personal Information Optional

Marital Status \_\_\_\_\_ Birthday \_\_\_\_\_

If married: Spouse's name \_\_\_\_\_

Spouse's Occupation \_\_\_\_\_

Years married \_\_\_\_\_ Number of children \_\_\_\_\_

What was your most recent annual salary? \_\_\_\_\_

### C. Preferences

Current/Previous area(s) of concentration: \_\_\_\_\_  
\_\_\_\_\_

What would you like to be doing 5 years from now?

*Future Plans*

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

*Special*

Please list activities or sports that you would be capable of and willing to direct, sponsor, Abilities advise, or coach. (Indicate grade or ability levels.)

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

## D. Christian Background

### ON A SEPARATE SHEET OF PAPER BRIEFLY GIVE YOUR CHRISTIAN TESTIMONY.

Please read WBCS Statement of Faith (online) and indicate below your degree of support.

*Statement  
Of Faith*

( ) I fully support WBCS Statement of Faith as written without mental reservations. Initial \_\_\_\_\_

( ) I support the principles except for the areas(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction. Initial \_\_\_\_\_

Church Denominational preference?

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What is your local church affiliation?

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Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

*Service*

In what church activities are you involved and with what degree of regularity?

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What other Christian service have you done since becoming a Christian?

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Are you capable of teaching a Bible class? \_\_\_\_\_ If yes, what would be your subject preferences?

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*Devotional  
Life*

Describe your routine of personal Bible study and prayer.

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What books have you read recently that have helped you spiritually?

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## E. Professional Qualifications

PLEASE ATTACH **PHOTOCOPIES** OF ALL YOUR COLLEGE TRANSCRIPTS. (Should you be offered a position, official copies of your transcripts will be required to be submitted for inclusion in your personnel file)

*Formal  
Training*

What degree or degrees do you hold?

Degree Date Received Issuing Institution

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Your major(s) \_\_\_\_\_

Your minor(s) \_\_\_\_\_

Cumulative grade point average: BA \_\_\_\_\_ Graduate work \_\_\_\_\_ Doctoral Work \_\_\_\_\_

Total \_\_\_\_\_ units after date of Bachelor's degree

## F. Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

YES

NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

YES

NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

YES

NO

## G. Personal References

You will need to sign the Reference Release Form. Do not list family members or relatives for references.

Give three references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

1. Name _____	2. Name _____	3. Name _____
Address _____	Address _____	Address _____
_____	_____	_____
City/ST/Zip _____	City/ST/Zip _____	City/ST/Zip _____
Phone _____	Phone _____	Phone _____
e-mail _____	e-mail _____	e-mail _____
Position _____	Position _____	Position _____

Give three references who are qualified to speak of your professional training and experience. List your current or most recent supervisor first.

1. Name _____	2. Name _____	3. Name _____
Company _____	Company _____	Company _____
Address _____	Address _____	Address _____
_____	_____	_____
City/ST/Zip _____	City/ST/Zip _____	City/ST/Zip _____
Phone _____	Phone _____	Phone _____
e-mail _____	e-mail _____	e-mail _____
Position _____	Position _____	Position _____

## H. Personal Interests

List memberships, offices, and honors obtained in High School or College.

\_\_\_\_\_

List hobbies and personal interests.

\_\_\_\_\_

What periodicals do you read regularly?

\_\_\_\_\_

## **Applicant's certification and agreement**

I understand that William Bradford Christian School does not discriminate in its employment practices against any person because of sex, race, color, national, or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S. I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal. I authorize William Bradford Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by William Bradford Christian School such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested.

I further waive the right to ever personally view any references given to William Bradford Christian School.

I further certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### **AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position with William Bradford Christian School. I authorize William Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interview.

I authorize the release and giving of any information requested by William Bradford Christian School such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or part, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to William Bradford Christian School.

I further certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
Applicant's Name Print

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Social Security Number