



12928 Ladue Road  
 St. Louis, MO 63141  
 p (314) 434-4349  
 f (314) 434-0047

## Staff Employment Application

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

NAME: \_\_\_\_\_  
                                     (FIRST)                                    (LAST)

PRIMARY PHONE #: \_\_\_\_\_ ALTERNATE PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ CHURCH MEMBERSHIP: \_\_\_\_\_

POSITION APPLIED FOR: Part-time: \_\_\_\_\_ Full-time: \_\_\_\_\_

YES or NO Can you provide proof that you are legally authorized to work in the U.S.?

YES or NO Have you ever been bonded?

YES or NO Have you ever worked for Kirk Day School?

YES or NO Have you ever been discharged or requested to resign from a position?

YES or NO Have you ever been convicted of a felony?

Kirk Day School requires its employees to hold membership in good standing with a Christian church.

Name of church you attend: \_\_\_\_\_

### SECTION: A

### RECORD OF TRAINING

NAME OF SCHOOL ATTENDED		How Long Did You Attend?	Degree Received	College Major	College Minor
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					

*Please have a copy of your transcript(s) sent directly to Kirk Day School.*

List any post-graduate courses (with grades) you have taken and/or professional development in which you have participated.

CLASS	GRADE	CLASS	GRADE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SECTION B: RECORD OF EXPERIENCE**

Employment/Work Experience	Position	From	To	Number of Years

*Please attach a copy of your resume to this document or send resume to Kirk Day School.*

**SECTION C: REFERENCES**

- Professional

NAME	OCCUPATION	ADDRESS AND PHONE NUMBER

- Character (Pastor)

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*Please send one of the evaluation forms to each person. Instruct them to send the evaluation form directly to Kirk Day School. Entry level applicants may submit references from professors or internship supervisors.*

## QUESTIONS

*Feel free to attach a separate document answering these questions.*

### **SECTION D:**

1. Give a brief testimony of your faith. Include who Jesus Christ is and what part He plays in your life.

2. Why do you desire to work at Kirk Day School?

3. Why are you interested in this field or position?

4. What do you feel are your greatest strengths are?

5. Do you have interests, hobbies or talents which would contribute to your effectiveness?

**SECTION F:**

**DISCLAIMER AND SIGNATURE**

I certify that the information I have provided to Kirk Day School in this Application for Employment is true and complete to the best of my knowledge and I understand that, if hired by Kirk Day School, falsified statements or misrepresentation on this application shall be grounds for immediate dismissal.

I authorize investigation of all information, provided in this application and that references and employers listed, to give Kirk Day School any and all information concerned my previous employment any pertinent information they may have, personal or otherwise, and release Kirk Day School from all liability for any damage that may result from utilization of such information.

I hereby acknowledge that any employment relations with Kirk Day School is of an "at will" nature, which means that the Employee may resign at any time and Kirk Day School may discharge Employee at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by any written document unless such change is specifically acknowledged in writing by an authorized executive of Kirk Day School.

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Signature

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Date

Upon completion, submit the application to [contact@kirkdayschool.org](mailto:contact@kirkdayschool.org).