



STAFF EMPLOYMENT APPLICATION

Name: _____
Last Name First Name Middle Initial

Address: _____
Street Apt. No. City State ZIP

Phone: _____
Home Number Cell Number Preferred Contact Phone or Message Phone Number

Email: _____ Date of Application: _____

Position Desired: _____ Salary Expected: _____

____ Full Time ____ Part Time ____ Seasonal

EDUCATION

Name of University, College, or Technical School	Location City and State	Number of Credit Hours Completed	Graduated? (Yes or No)	Degrees, Certificates, Received (B.A., B.S., etc.)	Fields of Study Major and/or Minor

Name of High School: _____ High School City, State _____

Have you ever been convicted of a felony? ____ Yes ____ No

A "yes" answer does not automatically disqualify you from employment since the nature of the offense and the type of job for which you are applying will be considered.

If yes, please explain. _____

Have you ever been discharged from a job? ____ Yes ____ No If yes, please explain. _____

ESSENTIAL FUNCTIONS

Are you able to perform or safely perform the essential functions of this job, with or without any reasonable accommodations? ☐ Yes ☐ No

What office machines/equipment do you operate? (*i.e. computer, 10-key, etc.*) _____

Estimated typing speed: _____

PC Software Skills

Please list below software you are competent in using.

Software	# of Years Used	Software	# of Years Used	Software	# of Years Used

List any special training, achievements, skills, or military training you possess which relate to the job for which you are applying: _____

Can you work over 40 hours per week? ☐ Yes ☐ No

Weekends? ☐ Yes ☐ No Holidays? ☐ Yes ☐ No

EMPLOYMENT HISTORY

List your experience below. Begin with your present or most recent position.

Company Name	Start Date	End Date	Company Street Address	Company City, State

Reason for leaving: _____

Describe, in detail, the work you performed: _____

Company Name	Start Date	End Date	Company Street Address	Company City, State

Reason for leaving: _____

Describe, in detail, the work you performed: _____

EMPLOYMENT HISTORY CONTINUED

Company Name	Start Date	End Date	Company Street Address	Company City, State

Reason for leaving: _____

Describe, in detail, the work you performed: _____

Company Name	Start Date	End Date	Company Street Address	Company City, State

Reason for leaving: _____

Describe, in detail, the work you performed: _____

Company Name	Start Date	End Date	Company Street Address	Company City, State

Reason for leaving: _____

Describe, in detail, the work you performed: _____

Company Name	Start Date	End Date	Company Street Address	Company City, State

Reason for leaving: _____

Describe, in detail, the work you performed: _____

Please email additional information sheets, such as resumes or other professional work samples as desired or required to applications@hosannabc.org.

PROFESSIONAL LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

Type: _____ State Issued: _____ Expiration Date: _____

Cert. #: _____ Annual #: _____

Type: _____ State Issued: _____ Expiration Date: _____

Cert. #: _____ Annual #: _____

Please list professional organizations, special interests, or hobbies. _____

Please give a brief statement of your career objective. _____

SPIRITUAL INFORMATION

Name and location of church you attend:

Are you a regular attendant? ____ Yes ____ No

Do you take part in church activities? ____ Yes ____ No If yes, what activities are you engaged in?

Have you accepted Jesus as your personal Lord and Savior? ____ Yes ____ No

Do you believe God saves the soul of man? ____ Yes ____ No

PERSONAL INFORMATION

Do you use or intend to use tobacco in any form? ____ Yes ____ No

Do you use or intend to use intoxicating drinks? ____ Yes ____ No

Do you use or intend to use illegal drugs? ____ Yes ____ No

Are you authorized to work in the United States for any employer? ____ Yes ____ No

Will you now or in the future require employment visa sponsorship? ____ Yes ____ No

Please explain, briefly, why you desire to be employed by Hosanna Bible College.

REFERENCES

List three (3) persons, other than relatives, who have been well acquainted with you within the last two years.

Name	Occupation	Address City, State, ZIP	Phone

Please read and sign.

In completing this application, I understand that if a conditional offer of employment is extended, I will conform to the rules and regulations of Hosanna Bible College, and that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time.

I authorize Hosanna Bible College (HBC) to make an investigation of all information contained in this application for employment, and I release from liability all companies, corporations, or personal references named or to whom Hosanna Bible College may refer to in supplying such information. I understand that any false answers, statements, omissions, or implications made by me on this application or in the interview process shall be considered sufficient cause for denial of employment or immediate discharge. Upon termination of my employment, I release HBC from any and all liability. I authorize the request of a copy of my motor vehicle driving record and any other investigative report or criminal arrest check deemed necessary from various third party sources. If requested, I will take a physical examination and/or drug test after a job offer has been extended and I understand that my employment will be conditional upon passing such exam. I understand that if I am employed, such employment is for an indefinite period of time and that HBC can change the wages, benefits, and conditions at any time. I have read and understand the above and acknowledge that the information provided is complete and accurate.

Signature

Date

POLICY STATEMENT

Every employee of Hosanna Bible College has an important role to play in the College's Christian mission.

It is required as a condition of employment that each employee sign and abide by the Code of Honor Pledge. As you read the pledge, you will note, that among other things, those who sign it are agreeing to abstain from illegal drugs. It is the policy of HBC to prohibit the unlawful use, manufacture, distribution, dispensation, or possession of any controlled substance. We want you to know, before you further consider employment, that violation of this policy is considered a serious violation of the Code of Honor Pledge, and is cause for immediate discharge. Please sign below, if you are in agreement with this policy. (See the Code of Honor on the last page of this application.)

Signature

Date

Hosanna Bible College (HBC) is an equal opportunity employer and does not discriminate against an applicant or employee on the basis of race, color, sex, national origin, veteran status, or genetic information, or any other classification protected by applicable law.

Hosanna Bible College Code of Honor

The faculty, administration, staff, and students of Hosanna Bible College are committed to service to our God and His people in matters of ministry and service to humanity. As a result, the faculty, administration, staff, and students are required to sign the Code of Honor. This action reflects one's willingness to comply with the principles that are embraced by this institution to follow the message and teachings of Christ. The Word of God drives not only the doctrine, but also the behaviors of a Christian in the context shaped and nurtured by Hosanna Bible College. The Code of Honor reflects the principles of individual integrity, faith in God, and respect for others and the laws of the land.

The following will not be tolerated in the HBC context and prayerfully not in the personal activities of those attached to this institution: illegal drugs, sexual immorality and perversion, and other worldly activities which are inconsistent with the biblical principles of Christ. Those who, through attitude or conduct, show their unwillingness to abide by the life-style set forth in this Code of Honor will be asked to meet with the school's Disciplinary Committee and may be subject to dismissal from the school at the Administration's discretion.