



Faculty Application for Employment Kentucky Christian University



100 Academic Parkway • Grayson, Kentucky 41143 • 606-474-3000

Date _____

First Name _____ Middle Initial _____ Last Name _____

Current Address _____ City _____ State _____ Zip _____

How long have you lived at this address? _____

Home Phone (_____) _____ Mobile Phone (_____) _____

Email _____

What position are you applying for? _____

PERSONAL

Church Name _____ City _____ State _____

Name/Title of Minister or other church leader _____

Email _____ Phone (_____) _____

Are you legally eligible for employment in the United States? Yes No

Are you a U.S. citizen? Yes No

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

Have you ever been convicted of a felony? Yes No *(A conviction record will not necessarily bar employment and factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.)*

If yes, give date and nature of offense and disposition of the case _____

PROFESSIONAL PREPARATION *(Undergraduate/Graduate)*

Level	Name of School	City, State	Program of Study	Graduate?
College/University				<input type="radio"/> Yes <input type="radio"/> No
Graduate Study				<input type="radio"/> Yes <input type="radio"/> No
Graduate Study				<input type="radio"/> Yes <input type="radio"/> No
Other (Specify)				<input type="radio"/> Yes <input type="radio"/> No
Other (Specify)				<input type="radio"/> Yes <input type="radio"/> No

Approximate number of graduate semester units beyond Master's Degree _____

Do you hold any other credential(s)? Yes No *(if more space is needed, attach a supplemental sheet)*

Credential type _____ Major _____ Minor _____

List all the languages you speak, read, and write fluently _____

TEACHING FIELDS (List fields in which you can teach, in order of preference. Note that a minimum of a Master's degree, including 18 graduate hours in the discipline taught, is required.)

1. _____ 2. _____
3. _____ 4. _____

Date you are available to begin work _____

Are you interested in: (check all that apply) Full-time Part-time Day Evening Substitute/On Call

EXPERIENCE Teaching/Administration (Do not list practice teaching; begin with the most recent)

_____ <i>Name and Location of School</i>	
_____ <i>Dates</i>	_____ <i>Name and Title of Immediate Supervisor</i>
Check appropriate fields: <input type="radio"/> Teach <input type="radio"/> Admin <input type="radio"/> Part-time <input type="radio"/> Full-time	

_____ <i>Name and Location of School</i>	
_____ <i>Dates</i>	_____ <i>Name and Title of Immediate Supervisor</i>
Check appropriate fields: <input type="radio"/> Teach <input type="radio"/> Admin <input type="radio"/> Part-time <input type="radio"/> Full-time	

_____ <i>Name and Location of School</i>	
_____ <i>Dates</i>	_____ <i>Name and Title of Immediate Supervisor</i>
Check appropriate fields: <input type="radio"/> Teach <input type="radio"/> Admin <input type="radio"/> Part-time <input type="radio"/> Full-time	

PERSONAL REFERENCES (No former employers or relatives please)

A minimum of three recent professional reference letters (within the last three years), requested by the applicant, must be submitted to the Human Resources Office. A placement file may be substituted. List below the names of three persons that know the quality of your work and may be used for confidential references. These may or may not be the same as your written references. Kentucky Christian University reserves the right to contact such persons by mail, telephone, or in person. Although every effort is made to maintain confidentiality, applicants should realize that a broad spectrum of campus personnel may be involved in the screening process.

Name	Phone (Include area code)	Email
1.		
2.		
3.		

RELATED OCCUPATIONAL, VOCATIONAL, AND MINISTERIAL EXPERIENCE *(Begin with most recent)*

_____ <i>Name of Employer</i>		_____ <i>Mailing Address</i>	
_____ <i>Position</i>	_____ <i>Dates</i>	_____ <i>Reason for leaving</i>	

_____ <i>Name of Employer</i>		_____ <i>Mailing Address</i>	
_____ <i>Position</i>	_____ <i>Dates</i>	_____ <i>Reason for leaving</i>	

_____ <i>Name of Employer</i>		_____ <i>Mailing Address</i>	
_____ <i>Position</i>	_____ <i>Dates</i>	_____ <i>Reason for leaving</i>	

OTHER PERTINENT INFORMATION

Include professional honors, awards, and organizations. If more space is needed, attach a supplemental sheet.

JOB APPLICANT'S AGREEMENT AND CERTIFICATION *(Please read before signing)*

I understand that misrepresentation or omission of material facts called for is cause for disqualification or dismissal at any time without previous notice. I authorize the investigation of all matters contained in this application and hereby give the University permission to contact schools, previous employers (unless otherwise indicated), references and others, and hereby release the University along with all persons and organizations furnishing such information from any liability as a result of such contact. If employed, I understand that the University may unilaterally change or revise their benefits, policies, and procedures and such changes may include reduction in benefits. If offered employment, I will submit verification of my legal right to work in the United States as required by the Immigration Reform and Control Act of 1986. I understand that the University may ask for additional information in order to perform a background check.

Signature of Applicant _____ Date _____

Subject to the United States Constitution, and all applicable state and federal laws, KCU does not discriminate in its employment practices.



Thank you for applying to be a Knight!