



Community Leadership Academy

Employment Application

Please submit this application to the academy along with a copy of your resume outlining your skills and experience. You must be able to submit verification of your legal right to work in the U.S.

Personal Information

Name: _____

Address: _____

Phone number: _____ Email: _____

Address: _____

Date of Birth (optional): _____ Gender (optional): _____

Position applying for: _____

Employment Eligibility

Are you legally eligible to work in the U.S.? ☐ Yes ☐ No *If no, please explain:

Have you ever been convicted of a felony? ☐ Yes* ☐ No *If yes, please explain:

Education

Education	School Name	Year Graduated	Degree(s)
High School			
Trade School/Other			
College/University			
College/University			

Previous Employment

* If you have included your resume and it contains all information below, you may just write "see resume" in the chart below.

Previous work experience	Company Name	Dates employed	Job Title
Employer 1			
Employer 2			
Employer 3			
Employer 4			
Employer 5			

Testimony

Please summarize how you came to know Christ as your Savior and describe where you are now in your spiritual walk.

Church Affiliation

Name of church you attend: _____

Are you a member? _____ How long have you attended this church? _____

Please list any Christian activities/clubs/small groups, etc in which you are involved:

1. _____ 2. _____

3. _____ 4. _____

Training and Experience

Please summarize any skills, training, licenses, and/or certificates that may qualify you for the position you are applying for. Please include a copy of your resume and any certificates with this application.

Please describe your strengths as they relate to the position you are applying:

References

Please provide the names of at least three people with whom you have worked, who are not related to you.

1. Name: _____ Phone: _____
Position: _____ Email: _____
Place of employment: _____

2. Name: _____ Phone: _____
Position: _____ Email: _____
Place of employment: _____

3. Name: _____ Phone: _____
Position: _____ Email: _____
Place of Employment: _____

Pastoral Reference

Pastor/Minister's Name: _____ Phone: _____

Church name: _____

Address: _____

Email: _____

Signature

I hereby certify that the information in this application is true and complete to the best of my knowledge. I understand that any falsification or materially incorrect information in this application is grounds for disqualification from further consideration or, if I am hired, dismissal from employment. I hereby give my permission for contact to be made with references and employers listed herein and for those references and other persons listed on this application to verify this and other information I supply in connection with this application, to provide any information concerning my previous employment and/or to supply any other pertinent details they may have. I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers. Thank you for your interest in Community Leadership Academy.

Signature of applicant: _____ Date: _____

Questions call: 850-597-9124

Please return completed application and attachments to:
The email listed on the job opening from our website.
www.clatallahassee.org