



911 E Urbandale Dr.  
 Moberly, MO 65270  
[www.cccb.edu](http://www.cccb.edu)  
 Phone #: 1-660-263-3900  
 E-mail:

# Employment Application

Dear applicant, it is the policy of **Central Christian College of the Bible** to provide equal employment opportunities to all applicants and employees without regard to status such as race, religion, color, gender parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors. **Please complete the application in its entirety and return it to us.**

## Personal Information

Name (Last, First, MI) _____, _____, _____	
Street Address _____	
City, State, Zip _____, _____, _____	
Number of years at the above address _____	
Home Phone Number ( ) - _____	Cell Phone Number ( ) - _____
E-mail Address _____	

## Employment Desired

Position applied for	Full time	Part time	Intern
List any relatives or friends working for Central Christian College of the Bible: _____			
Date available for work	How many days would you be available to work?		
Wage Desired \$ _____ per _____			

## Education

	Name and Address of School	Course of Study	Total Years of Study	Degree/ Diploma
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				



Street address			1.
City, State, Zip ( ) -	Starting Salary	Ending Salary	2.
Phone number ( ) -	\$	\$	3.
Fax number ( ) -	Supervisor(s)		4.
Job position(s)	E-mail address of supervisor		

Reason(s) for leaving \_\_\_\_\_

What value did you add to this company or its customers? \_\_\_\_\_

## References

Please provide one **work**, one **character** and one **personal** reference.

Name	Occupation		
Company Name	Address		
Telephone Number ( ) -	E-Mail Address	Relationship / Years Acquainted /	

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Name	Occupation		
Company Name	Address		
Telephone Number ( ) -	E-Mail Address	Relationship / Years Acquainted /	

Additional Space (Additional space provided to expand on any points or questions asked previously in this application)



If hired, are there any accommodations the company would need to provide so that you can perform all the essential functions and duties of the position being applied for? Yes No

If yes, please explain: \_\_\_\_\_

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No If hired,

can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? Yes No

DTs been convicted of driving under the influence (DUI)? Yes No

If hired, do you have a reliable means of transportation to and from work? Yes No

Have you ever been convicted of a felony or misdemeanor? If Yes, Yes No

please explain: \_\_\_\_\_

**TO BE READ AND SIGNED BY APPLICANT**

**Please read each statement closely and initial each to acknowledge your understanding.**

**Equal Employment Opportunity Statement**

\_\_\_\_\_

Central Christian College of the Bible is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. Central Christian College of the Bible desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, gender, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non- merit based factors. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for Central Christian College of the Bible.

**Discrimination and Sexual Harassment Policy Statement**

\_\_\_\_\_

Central Christian College of the Bible will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1 ) submission to such conduct is made whether explicitly a term or condition of an individual’s employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

**Complete and Accurate Information**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

**At-Will Employment**

\_\_\_\_\_ I understand and agree that if I am employed, my employment will be "at-will", which means that Central Christian College of the Bible may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, Central Christian College of the Bible will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on Central Christian College of the Bible unless made in writing and signed by Central Christian College of the Bible, President.

**Testing Authorization**

\_\_\_\_\_ If offered a position with the Central Christian College of the Bible, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by Central Christian College of the Bible as a condition of employment.

**Investigation Authorization**

\_\_\_\_\_ I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

**Company Obligation**

\_\_\_\_\_ I understand and agree that Central Christian College of the Bible acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that Central Christian College of the Bible is under no obligation to hire me as the result of accepting this completed application.

I have read and understand the above policy statements and agree to be bound by them if employed by Central Christian College of the Bible.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant (Print Name)