

# Central Christian College of the Bible Job Application Form

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## Part I: Personal Information

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Year in College \_\_\_\_\_

Will you live in the dorm? \_\_\_\_\_ Do you have a car? \_\_\_\_\_

What activities do you plan to be involved in while at college? (i.e. sports, outreach groups, missions, weekend ministry, etc.) \_\_\_\_\_

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## Part II: Previous Employment History

Please list your two most recent employers.

1. Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

Length of Employment \_\_\_\_\_

Use as a reference (Yes/No) \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

Length of Employment \_\_\_\_\_

Use as a reference (Yes/No) \_\_\_\_\_

I authorize the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Part III: Academic Information

High School GPA \_\_\_\_\_ College GPA \_\_\_\_\_ ACT/SAT Score \_\_\_\_\_

How many credit hours are you planning to take each semester?

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

What is your major? \_\_\_\_\_

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### Part IV: On-Campus Jobs

Please mark all that you wish to apply for.

Number them in order of preference.

\_\_\_\_\_ Admissions (Do you have tele-marketing experience? \_\_\_\_\_)

\_\_\_\_\_ Cafeteria (Check the areas in which you have work experience:  
restaurant \_\_\_\_\_, cooking \_\_\_\_\_, cafeteria \_\_\_\_\_)

\_\_\_\_\_ Harvest House (Do you have previous barista experience? \_\_\_\_\_)

\_\_\_\_\_ Library (Have you worked in a library before? \_\_\_\_\_)

\_\_\_\_\_ Maintenance (Check the areas in which you have job experience:  
cleaning restrooms\_\_\_\_\_, sweeping floors\_\_\_\_\_, mopping &  
waxing floors\_\_\_\_\_, yard work\_\_\_\_\_, mowing\_\_\_\_\_,  
mechanics\_\_\_\_\_, general maintenance\_\_\_\_\_)

\_\_\_\_\_ Office/Secretarial (Check the areas in which you have job  
experience: basic phone skills\_\_\_\_\_, hot-line phone skills\_\_\_\_\_,  
computer work\_\_\_\_\_, filing\_\_\_\_\_, photocopying\_\_\_\_\_)

\_\_\_\_\_ Professor's Assistant (Have you worked with a teacher before? \_\_\_\_  
If at CCCB previously, which professor did you work with? \_\_\_\_\_  
\_\_\_\_\_)

\_\_\_\_\_ Computer Lab (Check the following items in which you are  
proficient: IBM Compatible\_\_\_\_\_, Mac\_\_\_\_\_, WordPerfect 8\_\_\_\_\_,  
Corel Presentations\_\_\_\_\_, Pegasus Mail\_\_\_\_\_, Internet\_\_\_\_\_,  
Scanners\_\_\_\_\_, Web Publishing\_\_\_\_\_, Server Management\_\_\_\_\_)

\_\_\_\_\_ Tutor (Do you have any experience? What subjects have you  
previously tutored in? \_\_\_\_\_)

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## Part V: Job Related Questions

1. Will you commit yourself to a regular work schedule? \_\_\_\_\_
2. Are you willing to include Mondays \_\_\_\_\_, Wednesday evenings \_\_\_\_\_  
and/or Saturdays \_\_\_\_\_ in your work week?
3. Are you willing to work additional hours when required for special events  
or projects? \_\_\_\_\_
4. Are you willing to work at one of our off-campus job sites? \_\_\_\_\_
5. How many hours per week are you available to work? \_\_\_\_\_
6. A job at or through Central is considered the same as any job you may  
have. If you have a scheduling conflict or need off to study for a test,  
please see your advisor in advance. Otherwise, un-excused absences will

result in the loss of your job. Do you understand and agree to this?

\_\_\_\_\_

7. When can you start? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Part VI: Additional Comments

Please write any additional comments you feel might help you in being hired, such as any special skills or experience. You might also write why you need and want to be hired as an employee for Central Christian College of the Bible.