



Arkansas Baptist School System

62 Pleasant Valley Drive • Little Rock, AR 72212
Telephone (501) 227-7077 FAX (501) 227-0060

APPLICATION FOR EMPLOYMENT (non-teaching staff)

Application Date _____ Date Available _____

Name _____
First Name Middle Name Last Name

Social Security Number _____

Home Telephone Number () _____

Message Phone Number () _____

Address _____
Number Street City State Zip

Are you over the age of 18? Yes () No () *(If no, employment is subject to verification that you are of minimum age)*

Are you a citizen of the United States? Yes () No ()

A. POSITION(S) DESIRED Full Time () Part Time () Temporary () Substitute ()

Position(s) applying for _____

What income do you expect? _____

If part time, what days and hours are you available to work? _____

Are you available during the summer? Yes () No ()

Have you ever applied to work at ABSS before? Yes () No ()

If yes, when? _____

Have you ever been convicted of any crime (other than a minor traffic violation)? Yes () No ()

If yes, indicate the nature of suit, offense, date, court, and disposition. _____

Have you ever held a position of trust (handling money or confidential materials)? Yes () No ()

B. SKILLS

- () Typing _____ wpm () 10-Key calculator () Bookkeeping
- () Computer _____ wpm software programs: _____
- () Desktop Publishing _____ wpm software programs: _____
- () Photocopier () Risograph copier () Paper folding machine () Postage Meter
- () Other: _____

C. EDUCATIONAL AND PROFESSIONAL TRAINING

1. List high school, college or university:

Dates Attended	School/ Institution	Location	Major	Minor	Degree & Year

2. Special training, seminars, etc. _____

D. CHURCH SERVICE

- 1. Denominational preference: _____
- 2. What is your local church affiliation? _____
- 3. Are you presently a member in good standing? _____ Years? _____
- 4. In what church activities are you involved and with what degree of regularity? _____

E. ADDITIONAL INFORMATION

- 1. Professional, technical, educational, community or service organizations to which you belong:

- 2. Honors or awards received: _____

- 3. Hobbies, sports, special interests: _____

F. Experience: List employment and/or experience:

Dates: Mo/Yr From - To	Employer	City or State	Grade or Subject Taught

Full-time U.S. Armed Forces Service - Branch of Service: _____

Rank at Discharge _____ Dates of Service: From _____ to _____

G. REFERENCES Give at least five references: include principals and superintendents for whom you have most recently taught and one additional reference who can attest to your character and qualifications:

Name	Official Position	Address & Telephone Number

H. GIVE SUMMARY STATEMENT OF YOUR CHRISTIAN TESTIMONY.

I. WHY DO YOU WANT TO CHANGE YOUR CURRENT POSITION?

J. READ CAREFULLY BEFORE SIGNING

While we believe a Christian's personal life and activities are a matter of personal commitment to Christ, we also believe a staff member of Arkansas Baptist School System has a responsibility of Christian influence and example. Recognizing that your teaching will be in deed as well as in word, would it be your Christian commitment to so conduct yourself that your Christian testimony would in no way be impaired?

Yes () No ()

The facts set forth in my application for employment shall be considered true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of personal history and financial and credit agencies or bureaus of your choice.

Signed _____

Applicant

Date

NOTICE OF NONDISCRIMINATORY ACCEPTANCE POLICY

Arkansas Baptist School System admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administrated programs.