

# Rockbridge Academy

## Application for Employment

POSITION APPLYING FOR:  Teacher's Aide  Secretary  Office Assistant  
 Other: \_\_\_\_\_

### I. PERSONAL INFORMATION

Date of submission of application: \_\_\_\_\_

Your full name: \_\_\_\_\_

Current address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_

Marital status: (Check one)  Married  Single  Divorced  
 Separated  Widow  Widower

If married, spouse's name: \_\_\_\_\_

Spouse's occupation: \_\_\_\_\_

Children's names and ages: \_\_\_\_\_

\_\_\_\_\_

General state of your health: \_\_\_\_\_ Do you have any recurring illnesses or  
other difficulties that may, at any time, affect your work ability? \_\_\_\_\_

If so, please explain:

\_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested or convicted for any criminal act?  
No \_\_\_ Yes \_\_\_ If yes, please explain on a separate sheet of paper.

## II. CHRISTIAN BACKGROUND/TRAINING

*On a separate sheet of paper please describe the following:*

- A. A brief version of your own testimony (including approximate date of conversion).
- B. The authority the scriptures have in the world and in your life.
- C. The unique function of a Christian school.
- D. Your reason for seeking a position in a Christian school.

What is your denominational preference, if any? \_\_\_\_\_

If non-denominational, what type of church would/do you attend in the local area?  
(It is a policy of Rockbridge Academy that all employees regularly attend a local Christian church.)

\_\_\_\_\_

Have you read the entire Bible? \_\_\_\_\_ If not, why not? \_\_\_\_\_

\_\_\_\_\_

## III. PROFESSIONAL QUALIFICATIONS

### A. TRAINING

What degree(s) do you hold?

Bachelor's \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Master's \_\_\_\_\_ Major \_\_\_\_\_

Doctoral \_\_\_\_\_ Field \_\_\_\_\_

List the institutions from which you have received degrees:

Bachelor's \_\_\_\_\_

Master's \_\_\_\_\_

Doctoral \_\_\_\_\_

List institutions attended, but no degree received (include dates attended):

\_\_\_\_\_

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**B. EXPERIENCE**

For any position; are you interested in full-time or part-time work? \_\_\_\_\_

List all your related work experience: (Use separate paper, if needed.)

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What was your most recent non-secretarial work position?

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Inclusive dates worked and reason for leaving: \_\_\_\_\_

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**C. REFERENCES**

Please give the names of individuals who can attest to your character and abilities. Include a pastor and a supervisor from a non-teaching, preferably, secretarial job. Be sure at least one of these references was a direct supervisor overseeing your work, in whatever capacity.

| NAME | POSITION | PHONE # |
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