

**CHRISTIAN JOB CORPS OF MADISON COUNTY  
APPLICATION FOR EMPLOYMENT**

Complete application form in its entirety. Email application and resume to [cjcdirector@cwjc.net](mailto:cjcdirector@cwjc.net).

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_  
Date \_\_\_\_\_ Email \_\_\_\_\_

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**I. Educational Experience: Provide a complete listing of all formal education.**

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**Post Graduate Studies**

Name and Location \_\_\_\_\_  
Course of Study \_\_\_\_\_  
Years Completed \_\_\_\_\_ Degree/Diploma \_\_\_\_\_

**Graduate Studies**

Name and Location \_\_\_\_\_  
Course of Study \_\_\_\_\_  
Years Completed \_\_\_\_\_ Degree/Diploma \_\_\_\_\_

**College**

Name and Location \_\_\_\_\_  
Course of Study \_\_\_\_\_  
Years Completed \_\_\_\_\_ Degree/Diploma \_\_\_\_\_

**Business/Trade/Tech**

Name and Location \_\_\_\_\_  
Course of Study \_\_\_\_\_  
Years Completed \_\_\_\_\_ Degree/Diploma \_\_\_\_\_

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**II. Work Experience: Begin with most recent and list in reverse chronological order.**

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Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Job Title \_\_\_\_\_  
Work Description \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Job Title \_\_\_\_\_  
Work Description \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Job Title \_\_\_\_\_  
Work Description \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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**III. Other Special Training, Skills, Awards and Honors You Have Received**

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**IV. Personal Data**

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Are you legally eligible for employment in the United States? \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

When are you available to start? \_\_\_\_\_

Please list two professional and one personal reference. Include name, email, and telephone number

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

Do we have your permission to contact your references? \_\_\_\_\_

Where are you a church member (if new to the area, your most recent church membership)?

\_\_\_\_\_

Do we have your permission to contact your pastor? \_\_\_\_\_

Pastor's name and contact information

Have you been convicted of a crime in the past ten years? \_\_\_\_\_ Exclude misdemeanors and summary offenses. If yes, describe in full

Briefly describe how you feel your education/experience will contribute to the position for which you are applying

If you could only tell one thing about yourself, what would that be?

Describe experiences you have had with public speaking, recruiting, or teaching/training

What do you hope to contribute to CJC by being in this position?

***I understand that, if I am hired, Christian Job Corps may terminate my employment at any time, with or without cause, and with or without notice. Such employment is subject, among other things, to: (1) the policies and regulations of the Company; and (2) In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. I authorize Christian Job Corps to obtain information concerning me from current and previous employers, school officials, credit reporting agencies, and others, and I release all concerned from any liability in connection therewith. I further understand that any false statements, misrepresentations, or willful omissions made by me on this application, or any supplement hereto, will be sufficient grounds for immediate dismissal. I certify that all information given on the Application is correct to my best knowledge.***

**Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_**

***Equal Opportunity Employment***

*It is the policy of Christian Job Corps to maintain and promote equal employment opportunities without regard to race, color, gender, age, disability, national origin, gender identity, sexual orientation or any other status protected by law. This policy includes but is not limited to employment, advancement, demotion, transfer, recruitment, layoff or termination, rates of pay, or other forms of compensation. If you would like further information regarding Christian Job Corps, please visit our website at <https://cwjc.net>*