



Application for a Staff Position

PERSONAL INFORMATION

Desired Position: _____

Name: _____
(First) (Middle) (Last)

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ Home Cell

Email Address: _____

Marital Status: Single Married Separated Divorced Widowed Other: _____

Do you regularly attend church: Yes No

Church Name: _____ Denomination: _____

Address: _____

Pastor's Name: _____ Phone Number: _____

What activities are you involved in? _____

Have you previously been employed at HMS? No Yes Year/Position: _____

Have you previously applied to HMS? No Yes Year/Position: _____

Date available for employment: _____ Minimum Salary Accepted: _____

EDUCATIONAL BACKGROUND

High School:

Name & Location: _____ Diploma Received: Yes No

Trade/Business School:

Name & Location: _____ Diploma Received: Yes No

Degree/Major: _____ GPA: _____

College/University:

Name & Location: _____ Diploma Received: Yes No

Degree/Major: _____ GPA: _____

EMPLOYMENT HISTORY

Within the last ten years, have you been fired from any job for any reason or quit a job after being notified that you be fired? No Yes

Start Date: _____ End Date: _____ Position: _____

Employer Name: _____ Phone Number: _____

Address: _____

Supervisor Name: _____ Title: _____

Work Performed: _____

Reasons for Leaving: _____

Starting Salary: _____ Ending Salary: _____

Start Date: _____ End Date: _____ Position: _____

Employer Name: _____ Phone Number: _____

Address: _____

Supervisor Name: _____ Title: _____

Work Performed: _____

Reasons for Leaving: _____

Starting Salary: _____ Ending Salary: _____

DRIVING HISTORY

Please skip to the General Background section if you are not applying for a bus or van driver position.

Do you currently have a CDL license? Yes No

Do you currently have a School Bus Endorsement? Yes No

Has any license or permit ever been suspended or revoked? No Yes – please explain below.

Accident History (past 3 years):

Date: _____ Nature of Accident: _____

Injuries: _____

Date: _____ Nature of Accident: _____

Injuries: _____

DRIVING HISTORY *(continued)*

Traffic Violations (past 3 years):

Date: _____ Location: _____

Charge: _____ Penalty: _____

Date: _____ Location: _____

Charge: _____ Penalty: _____

GENERAL BACKGROUND INFORMATION

Please provide complete answers to all of the following questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice, or a magistrate, which results in a fine, sentence or probation.

You may omit: **minor** traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? No Yes

Are you currently under charges for a criminal offense? No Yes

Have you ever forfeited bond or collateral in connection with a criminal offense? No Yes

Are you subject to any visa or immigration status, which would prevent lawful employment? No Yes

Have you ever been professionally disciplined in any state? No Yes

If yes, please explain: _____

CONFESSION OF FAITH FROM A MENNONITE PERSPECTIVE

I have read and am in agreement with the *Confession of Faith in a Mennonite Perspective* and the school's mission statement and philosophy of education. Yes No – please attach exceptions and explanations

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge. I further certify that I am the sole author of the attached essay. I understand that any misrepresentation of information shall be sufficient cause for rejection of candidacy, withdrawing of any offer of employment or terminating of my employment. I also understand that an incomplete application or missing documents could be sufficient cause for rejection of candidacy.

I give Hinkletown Mennonite School (HMS) and its representatives permission to contact the schools, employers, and references named in this application and any attached documents to investigate the information I have provided and to seek and obtain any other information HMS considers relevant. I release HMS and its representatives and the persons and organizations that provide this information from any liability for doing so.

I further waive the right to personally view any references given to the Hinkletown Mennonite School.

Applicant Signature: _____

Date: _____

FINAL APPLICATION CHECKLIST

Please return this completed application along with the following items:

- Resume
- References
- Child Abuse Clearance (completed within the last year)
- Criminal Background Check (completed within the last year)
- FBI Background Check (completed within the last year)

For Bus or Van Driver Applicants Only

- Copy of Driver's License
- Copy of School Bus Endorsement Card
- Copy of Physical Examination Certificate Card
- Copy of Completion of Certification Card