



## Application for Employment

It is the policy of Reid Temple Christian Academy (RTCA) that all applicants for employment and all employees are recruited, hired, and assigned on the basis of merit without regard to race, color, sex, national origin, or ancestry, age, marital or veteran status, or disability, or any other legally protected status, except as permitted under the Constitution of the United States or the State of Maryland regarding the employment of individuals by religious educational institutions and the requirement that individuals espouse the religious beliefs of the organization. Replies to all questions will be held in the strictest confidence.

### PERSONAL INFORMATION (Please Print)

Position Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

Date Available for Work \_\_\_\_\_ Desired Salary \_\_\_\_\_

Referral Source:

Advertisement  Employee  Relative/Friend  Walk-In  Employment Agency  College

Type of Employment Desired:  Full Time  Part Time

Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_  
Street City State Zip Code

Day Telephone Number \_\_\_\_\_ Mobile Telephone Number \_\_\_\_\_

Religious Denomination or Affiliation \_\_\_\_\_

If you are under the age of 18 years, can you provide proof of your eligibility to work?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

(Proof of identity and eligibility will be required upon employment)

Have you previously been employed with the RTCA?  Yes  No

If yes, when \_\_\_\_\_

Do you have any relatives or friends who work for the RTCA?  Yes  No

If yes, who \_\_\_\_\_

Are you available to work overtime as needed (weekday or weekend) by RTCA?  Yes  No

Have you been convicted of a crime in the past ten years that has not been annulled, expunged or sealed by a court? If yes, please describe in full. Please note that answering "Yes" will not automatically bar you from employment. Only those crimes, which are substantially related to the position you are seeking will be considered.  Yes  No

Equal Opportunity Employer

Is there anything, which would interfere with your regular attendance, and punctuality if you are offered a job with the RTCA?  Yes  No

### EMPLOYMENT HISTORY

Start with your **last/current** position held, including military experience and work back. A resume may be attached to describe your duties and scope of responsibility in each job. **DO NOT write "See Resume"**.

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Company Employed from to

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Address Telephone

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City State Zip Code

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Name & Title of Immediate Supervisor

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May we contact  Yes  No Your Title

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Starting Salary or Hourly Rate Final Salary or Hourly Rate

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Reason for Leaving

---

Your duties and scope of responsibility  Resume Attached

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Company Employed from to

---

Address Telephone

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City State Zip Code

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Starting Salary or Hourly Rate Final Salary or Hourly Rate

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Reason for Leaving

---

Your duties and scope of responsibility  Resume Attached

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Company \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

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Address \_\_\_\_\_ Telephone \_\_\_\_\_

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

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Name & Title of Immediate Supervisor \_\_\_\_\_

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May we contact  Yes  No \_\_\_\_\_ Your Title \_\_\_\_\_

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Starting Salary or Hourly Rate \_\_\_\_\_ Final Salary or Hourly Rate \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Your duties and scope of responsibility \_\_\_\_\_  Resume Attached \_\_\_\_\_

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Company \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

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Address \_\_\_\_\_ Telephone \_\_\_\_\_

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

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Name & Title of Immediate Supervisor \_\_\_\_\_

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May we contact  Yes  No \_\_\_\_\_ Your Title \_\_\_\_\_

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Starting Salary or Hourly Rate \_\_\_\_\_ Final Salary or Hourly Rate \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Your duties and scope of responsibility \_\_\_\_\_  Resume Attached \_\_\_\_\_

**EDUCATION**

<b>Schools Attended</b>	<b>Name and Location</b>	<b>Number of Years Completed</b>	<b>Did you graduate?</b>	<b>Diploma, GED, or Degree</b>	<b>Major</b>	<b>GPA</b>
High School						
Associate's Degree						
Bachelor's Degree						
Master's Degree						
Doctorate Degree						
Other						

List professional, trade, business, or civic associations and any offices held. (Exclude memberships, which would reveal sex, race, national origin or ancestry, age, disability, or other protected status.)

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List any specialized training, skills, or additional information you feel may be helpful to us in considering your application.

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**REFERENCES**

Please complete the information below for at least three business/work references who are not related to you and are not previously listed supervisors. If not applicable, list three school/personal references who are not related to you. Providing this information means you give the RTCA permission to contact those individuals listed.

Name	Title	Telephone Number and Email	Years Known

**PLEASE READ BEFORE SIGNING**

I certify that all of the information given by me on this Application or in supplemental form is true and correct to the best of my knowledge and belief. I further understand that false or misleading statements on this Application or supplemental forms are sufficient cause for my not being hired or my dismissal if I am hired.

I understand that should I be employed with the RTCA, I will be required, in accordance with the Immigration Reform and Control Act of 1986 (IRCA), to provide within three days of my hire date employment documents providing proof of my identity and employment eligibility status. I acknowledge that this verification is a condition of employment and that failure to comply will void my offer of employment.

I understand that should I be employed by the RTCA, my employment is "at will." "At will" means that RTCA may end the relationship at any time, with or without notice. There is no promise or guarantee of employment or that my employment will continue for any specific period of time.

I understand that in order to achieve uniformity and to comply with the RTCA policy, offers of employment are limited to those contained in written offer letters signed by the Head of School to prospective employees. I also understand that any verbal discussions of terms or conditions of employment by RTCA representatives are not binding upon the RTCA unless confirmed in such offer letters.

I understand that the RTCA may contact past employers, educational institutions and references for verification of the information listed in this Application and I authorize any such organizations or individuals to provide the requested information.

I herby acknowledge that I have read and understand each of the above statements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the applicant

The functions of the position for which I am applying have been thoroughly explained to me. I completely understand these functions and I am capable of performing them.

I herby acknowledge that I have read and understand the above statement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the applicant

"UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100."

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