



Precious Stones Academy
7518 East Mount Houston Road, Houston, Texas 77050
APPLICATION FOR EMPLOYMENT

Precious Stones Academy is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact the director.

Please fill out all of the sections below:

Applicant Information

Applicant Full Name: _____
Date of Birth: _____
Social Security Number: _____
Complete Address: _____
Telephone Number _____
Email Address: _____

Date of Application: _____

Employment Position

Position applying for:

How did you hear about this position? _____
What days are you available for work? _____
What hours or shift are you available for work? _____
If needed, are you available to work overtime? _____
On what date can you start working if you are hired? _____

Do you have reliable transportation to and from work? _____

Driver's License Number: _____

Salary desired: _____

Personal Information

Have you ever applied to or worked for Precious Stones Academy before? Yes No

If yes, when?

Are you a U.S. citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status?

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered. Applicants may be tested for illegal drugs.) All applicants must submit to having a FBI/Criminal/Fingerprinting Background Check.

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Military:

Are you a member of the Armed Services? _____

What branch of the military did you enlist? _____

What was your military rank when discharged? _____

How many years did you serve in the military? _____

Previous Employment

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Job Duties: _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Job Duties: _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Job Duties: _____

Reason for leaving: _____

May we contact your present or previous employer? Yes No

References

Please provide 3 personal and professional reference(s) below:

Reference	Contact Information

EMPLOYEE AGREEMENT

1. I will seek to maintain a close, intimate walk with the Lord Jesus Christ by regularly spending time alone with Him in His Word and in prayer.
2. I will be a diligent student of God’s Word.
3. I will endeavor to walk continually in step with the Holy Spirit.
4. I will pray for the enrolled children, the Christian Day Care and Preschool, the director/principal and the staff.
5. I will be diligent in my work and participate in all the activities with enthusiasm.
6. I will be faithful to arrive to work on time unless I am hindered from doing so by compelling reasons such as illness or other emergencies. When I am unable to attend, I will notify the director/principal in advance, if possible.
7. My fellowship, speech and manner with my colleagues and with any parent of the Christian Day Care and Preschool will be characterized by love, grace and humility. With the help of the Holy Spirit, I will refrain from expressing demeaning attitudes through criticism and complaint.
8. While respecting divergent views and convictions expressed by my colleagues, I will express my views and differences of opinion constructively and with grace. Once the board has discussed and voted on an issue and regardless of my personal opinion on that issue, I will publicly support the board’s action.
9. I will be an encourager acting with integrity and discretion and endeavor to maintain the unity of the Spirit in the bond of peace.

I have studied these statements of commitment and have prayed over them and I believe God would have me serve as an employee according to these standards.

Applicant Signature: _____

Date: _____