



EMPLOYMENT APPLICATION



Cherub College and Cherub Christian Academy are equal opportunity employers; women, protected group members, and persons with disabilities are strongly encouraged to apply. It is the policy of the Academy that applicants for employment shall not be discriminated against on the basis of their race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record.

INSTRUCTIONS TO APPLICANTS: Please complete the application in its entirety, including personal information, educational background, employment, salary history, references and certification.

PLEASE TYPE or PRINT CLEARLY

NAME _____
Last First Middle

ADDRESS _____
Street City/Island Country P.O. Box

TELEPHONE () () _____ EMAIL ADDRESS _____
Home Cell

INSTITUTION TO WHICH YOU ARE APPLYING _____

Full-time

POSITION FOR WHICH YOU ARE APPLYING _____

Part-time Either

EDUCATIONAL BACKGROUND

It is the policy of both institutions to recognize only those degrees granted by institutions which are approved by the National Accreditation and Equivalency Council of The Bahamas. For qualifications earned in the United States, it must have been awarded by an institution which is accredited by a CHEA Recognized Accreditor. If the institution of higher learning is located outside the Bahamas or United States, you are responsible for providing documentation from the National Accreditation and Equivalency Council of The Bahamas which specializes in determining foreign education equivalencies. The responsibility for and costs associated with obtaining equivalency information rests with the applicant.

Dates (From-To)	Institution	Location (City, Country)	Degree Awarded (e.g. BA., MBA)	Major/Area of Concentration

Please list any license or professional designation (e.g. P.E., C.P.A.) _____

EMPLOYMENT IN EDUCATION

(List in reverse chronological order beginning with your current/last position)

Dates (From - To)	Institution & Location	Rank or Position	Annual Salary	Reason for Leaving

EMPLOYMENT OTHER THAN IN EDUCATION

(List in reverse chronological order beginning with your current/last position)

Dates (From – To)	Organization & Location	Position	Annual Salary	Reason for Leaving

HAVE YOU BEEN INVOLUNTARILY SEPARATED FROM EMPLOYMENT WITHIN THE LAST TEN YEARS?

YES NO Involuntary separation includes dismissal for cause, layoff, reorganization, elimination of position or any other involuntary discontinuation of employment. If yes, please explain fully (attach sheet if necessary) _____

SUPERVISORY REFERENCES

Please list three persons who are not related to you and who have knowledge of your qualifications and fitness for the position for which you are applying. Include your immediate supervisor at your present and prior places of employment. It is our policy to contact references for candidates who are finalists.

Name	Title / Occupation	Address/Email Address	Telephone

THIS SECTION TO BE COMPLETED ONLY BY CANDIDATES SEEKING PART-TIME TEACHING EMPLOYMENT

SUBJECT AREAS WHICH YOU ARE QUALIFIED TO TEACH: (If you do not have a Master's degree in a discipline which you consider yourself qualified to teach, please indicate the experience which qualifies you to teach in that discipline.)

AVAILABILITY: Days After 5 p.m. Weekends

CERTIFICATION and SIGNATURE of APPLICANT

I hereby certify that the information provided on both sides of this application and all information provided throughout the pre-employment process is accurate, complete and true. I understand that failure to provide information which is accurate, complete and true may result in disqualification from further employment consideration or, if employed, may result in my dismissal. I agree to have official transcripts of all of my undergraduate and graduate studies submitted when requested by the employer and hereby authorize Cherub College/Cherub Christian Academy and its agents to contact references and former employers relative to my application for employment. Finally, I understand that employment, if offered, is contingent upon proof of citizenship or employability under the requirements of the Immigration Act.

Applicant Signature _____ Date _____



EMPLOYMENT APPLICATION SUPPLEMENT



NAME _____
Last First Middle

ADDRESS _____
Street City Island P.O. Box

EMAIL: _____

INSTITUTION & POSITION TO WHICH YOU APPLIED: _____

You are required to disclose the existence of any arrest, criminal charge or conviction. If your criminal records have been erased pursuant to law, you may swear under oath that you have never been arrested. Before employment is offered, a thorough criminal background check will be conducted.

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? YES NO

If yes, please provide detailed information (including dated of criminal convictions below. Attach additional sheets of paper where necessary.

I hereby certify that the information provided on this application supplement is accurate, complete and true. I understand that failure to provide information which is accurate, complete and true may result in disqualification from further employment consideration or, if employed, may result in my dismissal. I understand that all statements on this application supplement are subject to verification as a condition of employment.

Applicant Signature _____ Date _____