

Michigan Law prohibits discrimination in employment on the basis of race, color, national origin, sex, disability, height, weight, or genetic information.



APPLICATION FOR EMPLOYMENT

(Please print clearly)

Personal Information

Name _____ Social Security No. _____
Last First Middle

Present Address _____ Telephone No. _____
Email Address _____

Are you eligible for employment in the USA? Yes ___ No ___

Are you over 18 years old? Yes ___ No ___

Position(s) applied for _____

Are there any experiences, skills, or qualifications you have which will be of special benefit in the job for which you are applying? _____

Record of Education

School	Course of Study	Date of Attendance	Degree
High			
College			
Other (specify)			

Record of Employment

Please list your last three employers beginning with the most recent one.

Employer	Address & Phone No.	Position Held	Begin/End Dates

I grant you permission to contact the employers listed above concerning my prior work experience.

Signature _____ Date _____
Please complete other side.

How Do You See Yourself?

For each of the areas given below, please check the statement that best describes you.

1. **Responsibility**

- I diligently follow through on jobs & assignments
- I follow through on jobs & assignments
- I usually follow through when given something to do
- I have difficulty following through

2. **Work Ethic**

- I thrive on hard work
- I will put in a fair day's work
- I work enough to get by
- I am often lazy

3. **Leadership**

- I am a leader of leaders
- I contribute positively
- I can lead if necessary
- I am more of a follower

4. **Emotional Stability**

- I am very stable and consistent
- I am well balanced in most situations
- I am unresponsive
- I am excitable

5. **Judgment**

- I consistently make wise decisions
- I make good decisions most of the time
- I frequently make poor decisions
- I am indecisive

6. **Cooperation**

- I am sensitive toward others
- I am generally concerned for others
- I cooperate when convenient
- I have difficulty working with others

7. **Integrity**

- I am consistently trustworthy
- I am generally honest and true
- I may stretch the truth at times
- I have been dishonest at times

8. **Communication**

- I am articulate in most situations
- I usually get thoughts across well
- I get thoughts across but I may be hesitant
- I have difficulty articulating thoughts

9. **Initiative**

- I will look for things to do
- I will do what needs to be done
- I will do the obvious
- I need to be told what to do

10. **Motivation**

- I am highly self-motivated
- I am effectively motivated
- I am usually purposeful
- I need a purpose

11. **Appearance**

- I make an outstanding first impression
- I am well groomed and make a good appearance
- I dress casually
- I am typically sloppy

12. **Team Participation**

- I am an outstanding group member
- I contribute positively in a group
- I usually contribute positively
- I work best by myself

13. **Personality Characteristics – mark all that apply to you most of the time**

- | | | | |
|---------------------------------------|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Gregarious | <input type="checkbox"/> Humorous | <input type="checkbox"/> Friendly | <input type="checkbox"/> Confident |
| <input type="checkbox"/> Mature | <input type="checkbox"/> Wise | <input type="checkbox"/> Consistent | <input type="checkbox"/> Entertaining |
| <input type="checkbox"/> Meticulous | <input type="checkbox"/> Perceptive | <input type="checkbox"/> Hyperactive | <input type="checkbox"/> Shy |
| <input type="checkbox"/> Analytical | <input type="checkbox"/> Aggressive | <input type="checkbox"/> Noisy | <input type="checkbox"/> Outspoken |
| <input type="checkbox"/> Hard to read | <input type="checkbox"/> Articulate | <input type="checkbox"/> Spontaneous | <input type="checkbox"/> Contemplative |
| <input type="checkbox"/> Negative | <input type="checkbox"/> Quiet | <input type="checkbox"/> Determined | <input type="checkbox"/> Caring |
| <input type="checkbox"/> Excitable | <input type="checkbox"/> Helpful | <input type="checkbox"/> Assertive | <input type="checkbox"/> Positive |

Briefly share how you came to faith in Jesus. _____

How would you describe your Christian commitment? _____

Please supply names, addresses and phone numbers of two references, preferably individuals in an employment or professional capacity (pastor, counselor, employer, teacher, etc.). On the enclosed reference sheets, write your name and give them to your two references to fill out and return directly to Spring Vale Academy.