

Central Christian College of the Bible Job Application Form

Part I: Personal Information

Name _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Cell Phone _____ E-Mail _____

Male _____ Female _____ Year in College _____

Will you live in the dorm? _____ Do you have a car? _____

What activities do you plan to be involved in while at college? (i.e. sports, outreach groups, missions, weekend ministry, etc.) _____

Can you type? _____ Words per minute _____

Computer proficiency: Beginner _____ Average _____ Expert _____

Part II: Previous Employment History

Please list your two most recent employers.

1. Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Job Responsibilities _____

Length of Employment_____

Use as a reference (Yes/No)_____

2. Name_____

Address_____

City_____State_____Zip_____

Phone Number_____

Job Responsibilities_____

Length of Employment_____

Use as a reference (Yes/No)_____

I authorize the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Signature_____ Date _____

Part III: Academic Information

High School GPA_____ College GPA_____ ACT/SAT Score_____

How many credit hours are you planning to take each semester?1st_____2nd_____

What is your major?_____

Part IV: Financial Aid Information

Have you completed the FAFSA?_____ What is your EFC?_____

Will you be receiving a Pell Grant?_____ What is the amount?_____
(Check your award letter to find this information)

Will you be taking out a student loan?_____ What is the amount?_____

What CCCB Scholarships and/or Grants will you be receiving? _____

What other financial aid will you be receiving? (i.e. church scholarship, community scholarship, organization scholarship, etc.) _____

Part V: On-Campus Jobs

Please check all that you wish to apply for.

_____ Admissions (Do you have tele-marketing experience? _____)

_____ Cafeteria (Check the areas in which you have work experience:
restaurant _____, cooking _____, cafeteria _____)

_____ Library (Have you worked in a library before? _____)

_____ Maintenance (Check the areas in which you have job experience:
cleaning restrooms _____, sweeping floors _____, mopping &
waxing floors _____, yard work _____, mowing _____,
mechanics _____, general maintenance _____)

_____ Music Assistant (Have you worked with sound equipment? _____)

_____ Office/Secretarial (Check the areas in which you have job
experience: basic phone skills _____, hot-line phone skills _____,
computer work _____, filing _____, photocopying _____)

_____ Professor's Assistant (Have you worked with a teacher before? ____
If at CCCB previously, which professor did you work with? _____
_____)

_____ Computer Lab (Check the following items in which you are
proficient: IBM Compatible _____, Mac _____, WordPerfect 8 _____,
Corel Presentations _____, Pegasus Mail _____, Internet _____,
Scanners _____, Web Publishing _____, Server Management _____)

_____ Tutor (Do you have any experience? What subjects have you
previously tutored in? _____)

_____ Bookstore (Check the areas you feel confident in your abilities
customer service _____, cash handling _____, data entry _____, lifting
boxes _____, restocking shelves _____)

Part VI: Job Related Questions

1. Will you commit yourself to a regular work schedule? _____
2. Are you willing to include Mondays and/or Saturdays in your work week? _____
3. Are you willing to work additional hours when required for special events or projects? _____
4. Are you willing to work at one of our off-campus job sites? _____
5. How many hours per week are you available to work? _____
6. A job at or through Central is considered the same as any job you may have. If you have a scheduling conflict or need off to study for a test, please see your advisor in advance. Otherwise, un-excused absences will result in the loss of your job. Do you understand and agree to this? _____
7. When can you start? _____

Signature _____ Date _____

Part VII: Additional Comments

Please write any additional comments you feel might help you in being hired, such as any special skills or experience. You might also write why you need and want to be hired as an employee for Central Christian College of the Bible.