

# DeMotte Christian Schools, Inc.

Covenant Christian High School  
DeMotte Christian School

<p style="text-align: center;"><b>Covenant Christian High School</b> Application for Communications and Public Relations Position</p>
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Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Church Membership: \_\_\_\_\_

References, with name, address & phone number:

- ❖ \_\_\_\_\_  
\_\_\_\_\_
- ❖ \_\_\_\_\_  
\_\_\_\_\_
- ❖ \_\_\_\_\_  
\_\_\_\_\_
- ❖ \_\_\_\_\_  
\_\_\_\_\_

Covenant Christian High School  
611 15<sup>th</sup> Street SW  
PO Box 430  
DeMotte, IN 46310  
(219) 987-7651  
[www.cchrhs.org](http://www.cchrhs.org)

DeMotte Christian School  
1223 Begonia Street SE  
PO Box 430  
DeMotte, In 46301  
(219) 987-3721  
[www.dmchr.org](http://www.dmchr.org)

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## Do you have experience with the following?

- |                       |        |       |
|-----------------------|--------|-------|
| ❖ Bookkeeping         | ___yes | ___no |
| ❖ Data Base           | ___yes | ___no |
| ❖ Data Entry          | ___yes | ___no |
| ❖ Desktop Publishing  | ___yes | ___no |
| ❖ Google Docs         | ___yes | ___no |
| ❖ Microsoft Excel     | ___yes | ___no |
| ❖ Microsoft Publisher | ___yes | ___no |
| ❖ Microsoft Word      | ___yes | ___no |
| ❖ Website Publishing  | ___yes | ___no |
| ❖ Windows7            | ___yes | ___no |
| ❖ Windows8/10         | ___yes | ___no |

## Employment History (starting with most recent):

- ❖ Name of employer: \_\_\_\_\_
  - ❖ Address & phone: \_\_\_\_\_
  - ❖ Dates of employment: \_\_\_\_\_
  - ❖ Duties performed: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- ❖ Name of employer: \_\_\_\_\_
  - ❖ Address & phone: \_\_\_\_\_
  - ❖ Dates of employment: \_\_\_\_\_
  - ❖ Duties performed: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- ❖ Name of employer: \_\_\_\_\_
  - ❖ Address & phone: \_\_\_\_\_
  - ❖ Dates of employment: \_\_\_\_\_
  - ❖ Duties performed: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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## Education:

	Name & Location of School	Years Attended	Did you graduate?	Subjects Studied
Grammar School				N/A
High School				
College				
Trade, business or other school				

In a paragraph or two, describe your relationship to Jesus Christ and your personal walk with Him:

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## General Information

Subjects of special study/research work or special training/skills:

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Please attach your resume' and/or any other information that would help us know you as a candidate for this position.

## Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herin and the references and employers listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for any specified time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

DeMotte Christian Schools, Inc. employs of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarships, athletics, or any other school administered programs.

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