

FAITH CHRISTIAN ACADEMY

Employment Application – Administrative

All information provided on this application is kept confidential. It is used solely for the purpose of employment consideration and will not be shared outside of Faith Christian Academy.

PERSONAL INFORMATION

Name _____

(Last, First, MI)

Date of Birth: _____ / _____ / _____ SS#: _____ - _____ - _____

Driver's License #: _____ Issuing State: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email address: _____

Current Address: _____

City: _____ State: _____ ZIP Code: _____

Mailing Address (if different from above) _____

City: _____ State: _____ ZIP Code: _____

Previous address (if at the above address less than 3 years):

Marital Status: Single Married Separated Divorced Remarried

Spouse's Name: _____ Occupation: _____

Spouse Work Number: _____ Spouse Cell Number: _____

Name/Ages/Children: _____

Emergency Contact Person (other than spouse): _____

Relationship: _____ Phone Number: _____

Alt. Number: _____

EDUCATION & EXPERIENCE

Level of Education Completed: High School

Bachelor's Degree - Area of Study: _____

Post-Graduate – Area of Study: _____

Fingerprint Card? No Yes

If Yes, please provide Card number: _____

Expiration date: _____

CPR / First Aid Certified? No Yes If yes, expiration date: ____/____

Active Teaching Certification? No Yes

If Yes, please indicate the issuing institution(s), type of certification and expiration date(s)

_____/_____
Exp: ____/____

Previous Certifications (even if expired)? No Yes

If Yes, please indicate the issuing institution(s), type of certification and expiration date(s)

_____/_____
Exp: ____/____

Any additional training outside of formal education: _____

On what date would you be available? _____

PERSONAL EXPLANATION

Please briefly describe why you believe that God is calling you to serve at Faith Christian Academy.

CHURCH ACTIVITY

Are you a member of and/or active in a local church? Yes No

Name of church of which you are a member or active: _____

Pastor Name: _____ Contact Number: _____

List other churches you have attended regularly during the past five years: _____

List all previous church work involving youth (identify church and type of work): _____

List any gifts, callings, training, education, or other factors that have prepared you for children/youth work:

PERSONAL HISTORY

Have you ever (either as an adult or minor) been investigated or indicted for, or accused, suspected, or convicted of any crime involving child abuse, molestation, child sexual abuse, attempted sexual abuse of a minor, or any other crime involving children? No Yes

If Yes, please explain: _____

Have you had any traffic offences or DUI within the past 3 years? No Yes If yes, please describe:

Date: _____ Description: _____

Date: _____ Description: _____

Has your driver's license ever been revoked or suspended? No Yes When? _____

If yes, please explain: _____

PERSONAL REFERENCES *please provide at least three (3) references*

Name: _____ Relationship: _____

Phone: _____ Alt. Phone: _____

Address: _____

Name: _____ Relationship: _____

Phone: _____ Alt. Phone: _____

Address: _____

Name: _____ Relationship: _____

Phone: _____ Alt. Phone: _____

Address: _____

Name: _____ Relationship: _____

Phone: _____ Alt. Phone: _____

Address: _____

DOCUMENTATION

Please attach a copy of the following:

- *Resume*
- *Personal Testimony*
- *Philosophy of Education*

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I hereby authorize Faith Christian Academy, and/or its agents, to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations.

I understand that the information obtained will be used to determine my qualifications for work now, and if applicable, during the tenure of my work with Faith Christian Academy.

I release Faith Christian Academy, and/or its agents, and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or law suits in regards to the information obtained from any and all of the above referenced sources used. I reserve the right to correct any information obtained by Faith Christian Academy.

Any information obtained through the above is to be handled as personal and private and is not to be released to anyone not involved with Faith Christian Academy.

Should my application be accepted, I agree to be bound by the rules and policies of Faith Christian Academy and refrain from conduct that violates good scriptural behavior in performance of my services on behalf of Faith Christian Academy. I further agree to report any allegations of misconduct to Faith Christian Academy authorities regardless of where the alleged misconduct occurred.

Applicant's signature: _____ Date: _____

OFFICE USE ONLY

Administration Review

Signature: _____ Date: _____