

EMPLOYMENT APPLICATION

NON-TEACHING STAFF

PERSONAL INFORMATION:

Name _____ Date _____

Present Address _____

Phone (____) _____ Social Security Number _____ Marital Status _____

Number Of Children _____

What is your denominational preference? _____

Church Membership? _____

Do you have personal assurance that you are a born again Christian? _____ If so, for how long? _____

Please give a brief statement of your salvation experience. _____

POSITION APPLYING FOR:

Administrative High School Middle School Elementary Preschool Athletics/Coaching Support

Description of grade level and/or position desired _____

Date You Can Start _____ Are You Presently Employed? Yes No

If So Where? _____ May We Contact Your Present Employer? Yes No

PROFESSIONAL DATA:

Institutions from which you received a degree or have attended (not needed if submitting a resume with this information):

School _____ Dates Attended _____ Degree _____

Address _____ City _____ State _____ Zip _____

Major _____ Minor _____ Other _____

School _____ Dates Attended _____ Degree _____

Address _____ City _____ State _____ Zip _____

Major _____ Minor _____ Other _____

Job related skills (typing, CDL license, etc.) _____



Please give the name and phone number of your current home church and pastor. Church _____
Pastor's Name _____ Phone Number _____
Please indicate the areas in which you have participated in your local church. _____

EMPLOYMENT INFORMATION:

Previous Employers (not needed if submitting a resume with all this information):

1. Business or School Name _____
Address _____
City _____ State _____ Zip _____
Brief Job Description _____
Supervisor: _____ Phone (____) _____
Dates of Service: _____ Salary _____
Reason for Leaving _____

2. Business or School Name _____
Address _____
City _____ State _____ Zip _____
Brief Job Description _____
Supervisor: _____ Phone (____) _____
Dates of Service: _____ Salary _____
Reason for Leaving _____

3. Business or School Name _____
Address _____
City _____ State _____ Zip _____
Brief Job Description _____
Supervisor: _____ Phone (____) _____
Dates of Service: _____ Salary _____
Reason for Leaving _____

REFERENCE INFORMATION:

Applicant References (One must be current employer. Not needed if submitting a resume with all this information):

1. Name: _____
Address: _____
Phone Number: _____

2. Name: _____
Address: _____
Phone Number: _____

EMPLOYMENT POLICY

1. Must be born-again.
2. Must agree without reservation to the Essentials of Faith statement and standards of conduct of Freedom Christian Academy.
3. Must agree as a faculty member to abide by the policies of FCA Faculty Manual.
4. Must agree to fulfill other reasonable requirements as normally relate to the position which for professional personnel include but are not limited to such activities as clerical functions, supervising study halls and assisting in the supervision of extracurricular activities outside normal school hours.
5. Office personnel must demonstrate through experience or testing the ability to perform the duties required and must meet any federal, state or local legal requirements of the position.
6. Teachers for grades K4-12 must have as a minimum a four-year degree in early childhood, elementary or secondary education, religious education or have a major or minor in the academic discipline of the position sought.
7. Counselors or special teachers must have as a minimum a four-year degree, a desire to participate if required in graduate training and experience in the area of specialization.
8. Administrators must have as a minimum a four-year degree and a desire to participate if required in graduate training and be willing to commence such work immediately if required. Also, administrative employees must have a minimum of five years' experience in Christian education or have served administratively with another institution(s) for two years or more.

ESSENTIALS OF FAITH

Each school employee shall be required to attest to the following Essentials of Faith and Distinctives of the Christian Faith. These are to be upheld and taught at Freedom based upon our understanding of God's Holy Word, the Bible.

ESSENTIALS OF FAITH

We believe the Old and New Testaments to be inerrant in their original writings and given by inspiration of God to provide a complete revelation of His will for the salvation of men. They make up the divine and only rule of Christian faith and practice. *(II Timothy 3:6-17)*

We believe there is one God, who is infinitely perfect, existing eternally in three Persons: Father, Son, and Holy Spirit. *(Luke 3:21-22)*

We believe in Jesus Christ who is fully human and fully divine. He is the only begotten Son of God, full of grace and truth, conceived by the Holy Spirit and born of the virgin, Mary. *(John 3:16, Hebrews 2:9)*

We believe that the Holy Spirit is a divine Person, sent to indwell, guide, teach, and empower the believer, and convince the world of sin, of righteousness, and of judgment. *(John 16:7-8)*

We believe that man was created in the likeness and image of God, and that he fell through disobedience, thereby incurring both spiritual and physical death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of Jesus Christ. *(Romans 3)*

We believe that salvation has been provided through Jesus Christ for all men; those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God. *(Acts 3:19-30)*

We believe that Jesus Christ died upon a cross, the just for the unjust, as a substitutionary sacrifice, and all who believe on Him are justified on the ground of His shed blood. *(I Peter 3:18)*

We believe that Jesus Christ was bodily raised up from the dead according to the Scriptures and has ascended to sit at the right hand of the Father in heaven. From there He ever lives to make intercession for His saints as our High Priest and Advocate. *(Romans 8:34)*

We believe in the personal, imminent return of Jesus Christ to establish His Kingdom of righteousness and peace. *(John 14:1-4)*

We believe that Jesus Christ is the head of the Church, which is made up of all those who believe in Him, are redeemed through His blood, and are born again of the Holy Spirit. *(Colossians 1:18)*

Statement on Marriage, Family, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (*Genesis 1:26-27*). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe the family is the basic unit of society established by God, who intends for it to consist of a man and a woman legally married to each other in a permanent relationship, which may or may not produce children. If the man and woman have children, they are responsible to train and teach those children in biblical principles. (*Genesis 2:24; Deuteronomy 6:6-7; Romans 7:2; 1 Corinthians 7:10*)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (*Genesis 2:18-25; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23*). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (*1 Corinthians 6:18; 7:2-5; Hebrews 13:4*)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, bisexual conduct, bestiality, fornication, homosexual behavior, incest, use of pornography, and transgender) is sinful and offensive to God. (*Matthew 15:18-20; 1 Corinthians 6:9-10*)

We believe that in order to preserve the function and integrity of FCA as the local Body of Christ, and to provide a biblical role model to the members and the community, it is imperative that all persons employed by Freedom Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this *Statement on Marriage, Family, Gender, and Sexuality*. (*Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22*)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (*Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11*)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (*Mark 12:28-31; Luke 6:31*). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the statement of faith at Freedom Christian Academy.

The Sanctity of Human Life

We believe that all human life is sacred and created by God in His image (*Genesis 1:26-27*). Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (*Psalms 139*)

DISTINCTIVES

We believe that the local church is a body of believers in Christ who are joined together for the worship of God, for edification through the word of God, for prayer, fellowship, preaching of the gospel, and observance of the ordinances of Baptism and the Lord's Supper. (*Acts 2:42*)

We believe the mission of the Church is to go into the entire world as a witness, preaching the gospel to all nations, and to live a holy life, consistent with our Lord's example and teaching. (*Matt. 28:18-20*)

We believe in the eternal security and everlasting blessedness of the saved and the eternal conscious punishment of the lost. (*Rev. 20:12*)

We believe in the pre-millennial return of Jesus Christ to rapture His bride, the Church, and that He will bring judgments on the earth before His kingdom reign begins. (*1 Thess. 4:14-18*)

Signature _____ Date _____

Freedom Christian Academy is an Equal Opportunity Employer, and does not discriminate on the basis of sex, race, age, handicap or national origin.

PRIMARY SCREENING FORM

The primary screening is to be completed by all applicants for any position involving the supervision or custody of children. This form is being used to help the school provide a safe and secure environment for those children who participate in our ministry programs and use our facilities.

PERSONAL:

Have you ever been convicted of or pleaded guilty to a crime?

Yes (If yes, please explain - attach a separate page, if necessary) _____

No

Were you a victim of abuse or molestation while a minor?

Yes

No

If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the head of school rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant from working with children at Freedom Christian Academy.

CHURCH HISTORY AND PRIOR YOUTH/MINISTRY WORK:

Name of church of which you are a member _____

List (name and address) other churches you have attended regularly during the past five years: _____

List all previous church/ministry work involving youth (list each church's name and address, type of work performed, and dates)

List all previous non-church work involving youth (list each organization's name and address, type of work performed, and dates) _____

List any training, education, or other factors that have prepared you for working with children: _____

The information contained in this application is correct to the best of my knowledge. I authorize any reference or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the policies of Freedom Christian Academy, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I further state that *I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.* This is a legally binding agreement which I have read and understand.

Applicant's Signature _____ Date _____

BACKGROUND INVESTIGATION CONSENT

I, _____, hereby authorize Freedom 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 and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with Freedom Christian Academy

I release Freedom 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 regard to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

Last Name _____	First Name _____
Middle Name _____	Name Suffix _____
Other Last Name _____	Other First Name _____
Other Middle Initial _____	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth * ____/____/____	Social Security Number * ____-____-____
Street Address _____	City _____
State _____	Zip _____
County _____	Phone # _____
Driver's License # _____	Driver's License State _____

Applicant/Employee Name and Signature Date

*NOTE: The above information is required for identification purposes only and is in no manner used as qualifications for employment.

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