

**First Baptist
Christian
Academy**



Employment Application

Your interest in First Baptist Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office. We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by pattern of their lives, are Christian role models.

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in all applicants.

APPLICANT'S INFORMATION

Full Name: _____

Application Date: _____ Date Available: ____/____/____ Phone: _____

email: _____

Current Address: _____

POSITION DESIRED

Please indicate 1st, 2nd, 3rd, choice in parentheses.

Preschool Teacher Preschool Aide Elementary Teacher

MS/HS Teacher After School Care Teacher's Aide Coaching Full

Time _____ Part Time _____ Substitute _____

How did you learn about the position for which you are applying?

Can you submit verification of your legal right to work in the US? Yes No

EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past 10 years.

***Position:** _____

Dates of Employment: _____

Address _____

Supervisor's Name & Number: _____

Reason for Leaving _____

***Position:** _____

Dates of Employment: _____

Address _____

Supervisor's Name & Number: _____

Reason for Leaving _____

***Position:** _____

Dates of Employment: _____

Address _____

Supervisor's Name & Number: _____

Reason for Leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what other name(s)? _____

Are you holding or have you already signed a contract for next year with any other educational institution? Yes No

PERSONAL REFERNECES

Give three references that are qualified to speak of your spiritual experience and Christian service. List your current Pastor first. Do not list family members or relatives for references.

Name & Position Email Address Phone

Give three references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

Name & Position Email Address Phone

PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree(s) do you hold?

Degree Date Received Issuing Institution:

Major(s) _____

Minor(s) _____

Cumulative GPA average: Bachelor's _____ Graduate Work _____

PROFESSIONAL QUALIFICATIONS CONTINUED

Sequentially list your teaching experience with the most recent first.

School Name Grade or Subject Date

Do you have a teaching certificate? _____ State? _____

What kind? _____ Expires: _____

Endorsement(s) List semester hours in endorsement area(s)

If you do not hold a certificate, what requirements do you lack? _____

*Please attach photocopies of any certificates held.

Personal Follow-Up Questions

[If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness, and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.]

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes _____ No _____

Has any employer ever subjected you to a disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? Yes _____ No _____

Have you ever been charged in a civil or criminal proceeding with improprieties regarding children? Yes _____ No _____

Have you ever entered a plea of guilty, a plea of "no contest," or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes _____ No _____

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? Yes _____ No _____

You have read the job description and essential functions for this position. Is there any reason why you might not be able to perform the essential duties and responsibilities of the position for which you are applying? Yes _____ No _____ If yes, please explain.

If you answered yes to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

APPLICANTS CERTIFICATION AND AGREEMENT

I understand that First Baptist Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize First Baptist Christian Academy to thoroughly interview the primary references which I have listed, and any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate any work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references, my former employers, and any person listed in this application to disclose to the school and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notices of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time. I certify that I have carefully read and do understand the above statements.

Signature of Applicant: _____ Date: _____

Applicant Name & Cell Number: _____

Personal Testimony

(please share your testimony in a paragraph)

