

## Application for Employment

*Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with Godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. We appreciate your desire to volunteer your services to our school. Since we value our students highly and seek their protection and safety, we ask volunteers who might have unsupervised access to them to go through an application and screening process to serve in our school. We are seeking volunteers who are qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).*

Please print. Each question should be answered fully and accurately.

### A. Applicant's Name and Address

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

#### Current address:

Street address, City, State, Zip  
\_\_\_\_\_

Phone: Cell (\_\_\_\_) \_\_\_\_\_ Preferred E-mail address: \_\_\_\_\_

### B. Position Desired - Application date \_\_\_\_/\_\_\_\_/\_\_\_\_

Position or service(s) applying for \_\_\_\_\_

Available when? \_\_\_\_\_

### C. College/Degree/Certification:

| College | Dates Attended | Degree Earned |
|---------|----------------|---------------|
|         |                |               |
|         |                |               |
|         |                |               |
|         |                |               |

Do you have any certifications, if so, please list them? \_\_\_\_\_

### C. Clay County Christian Academy Statement of Faith

As a Christian organization, we require all our volunteers to be practicing Christians. Please carefully read the school's statement of faith, which is attached.

Do you agree with the statement of faith? \_\_ Yes \_\_ No If no, please explain on back.

Please share your personal testimony or experience about God: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and location of local church you attend: \_\_\_\_\_

Are you a member?  Yes  No

Why do you wish to work here?

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If you become an employee at our school, you are joining a ministry that has high expectations of all its employees. All of our people who work with children must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow people part of the school community. Since it is the school's mission to train and equip children to be followers of Jesus Christ, we require all of our employees to be Christian role models in their lives, both on and off the job (Luke 6:40).

#### D. Personal References

List the names of three people who are not related to you and who have a definite knowledge of your qualifications and character. Please include your current pastor.

| Name and complete address | Phone | Relationship to you |
|---------------------------|-------|---------------------|
|                           |       |                     |
|                           |       |                     |
|                           |       |                     |

#### E. Additional Helpful Information

( For non-certified positions) Are you specifically trained, or have you had experience in the following?  
Check all that are applicable.

School secretary  Filing clerk  Teacher aide  Custodian  Computer programming or repair  
 Receptionist  Childcare worker  Bus driver  Coach (specify sport) \_\_\_\_\_

If you desire, you may list any additional qualifications, skills, experiences, or interests:

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Do you have any mental or physical illnesses, disabilities, or limitations that we should know about?

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.)  Yes  No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to volunteerism. 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.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy?  Yes  No

If yes, please attach a statement or explanation.

Have you ever resigned a position to avoid termination or discharge?  Yes  No

If yes, please attach a statement of explanation.

#### **F. Applicant's Statement**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment with the school, and 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 on the application, supporting documents, or interviews may prevent me from being used as an employee or, if currently serving in an employee position, may subject me to immediate dismissal regardless of when or how it was discovered.

I authorize Clay County Christian Academy to thoroughly interview the primary references that I have listed, 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 my suitability for the volunteer position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice 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.

Since I will be working with children or may have unsupervised access to children, I understand that I must submit to a fingerprint check by a state agency and the FBI. 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 volunteer work that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse to offer volunteer work or terminate conditional volunteer work 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 agree that my assignment and duties are to be made at the discretion of the school leadership. I agree to maintain a learning environment that is conducive to learning. This includes maintaining a professional appearance. I agree to be drug and alcohol free. I agree to observe appropriate confidentiality in matters regarding students, parents, and personnel. I agree to inform the administration, without delay, of any potential verbal, physical, or other abuse to children, and any potential fraud, false entry, substantial error, embezzlement, or employee misconduct that I discover or

know to have taken place in any records, property, or funds of the organization, and to report to the administration any transaction or matter that seems damaging to the organization.

Do you understand that this is an application for employment and that no employment is being offered at this time?  Yes  No

I certify that I have carefully read and do understand the above statements.

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Applicant signature

Date

### **CCCA STATEMENT OF FAITH**

1. We believe the Holy Bible to be the inspired work and only infallible, authoritative, inerrant Word of God. (II Tim. 3:16; II Pet. 1:21)
2. We believe in the deity of our Lord Jesus Christ, in His virgin birth and His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory. (Is. 7:14; Matt 2:23; John 11:25; John 14:1-3; Acts 1:11, 11:25; Heb. 4:14, 7:25-28, 9:12)
3. We believe that man is born in sin, but that God has provided redemption through His Son, Jesus. (Isaiah 53:6; Rom. 5:12; I Pet. 1:18-21)
4. We believe in the spiritual unity of believers in the Lord Jesus Christ. (Rom. 8:9; I Cor. 12:12-13; Gal. 3:26-28)
5. We believe in the creation of man by the direct act of God. (Gen. 1:26-28; Gen 2:7; Gen 5:1-2)
6. 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 homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom.1:26-29; I Cor. 5:1, 6:9; I Thess. 4:1-8; Heb. 13:4)

7. We believe that the only acceptable and legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph 5:22-23).

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Applicant signature

Date