



**NON INSTRUCTIONAL
EMPLOYEE APPLICATION**

Your interest in FIRST CHRISTIAN ACADEMY & LEARNING CENTER is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

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 the pattern of their lives, are Christian role models. Luke 6:40.

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

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: _____ Date available: _____

Present address: _____

Length of time at this address? _____

Phone: _____

Email: _____

Please list any additional addresses where you have resided at any time during the past five years:

B. POSITION APPLYING FOR: _____

If your application receives favorable consideration, what salary/hourly rate would you require?
\$ _____ per _____.

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

Please list activities or sports for which you would be capable and willing to direct, sponsor or coach (indicate grade or ability levels).

C. CHRISTIAN BACKGROUND

Please carefully read our attached Statement of Faith and sign.

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved and with what degree of regularity?

D. EDUCATION HISTORY

HIGH SCHOOL ATTENDED: _____

Year of Graduation: _____

POST SECONDARY: (if applicable)

DEGREE	DATE RECEIVED	ISSUING INSTITUTION

Your Major (s)

Your Minor (s)

E. EMPLOYMENT HISTORY

Please start with your current recent employer and work backwards for the past 5 years. If necessary, you may follow the same format on the reverse.

1.	Position	Date of Employment
	Address	
	Supervisor's Name	
	Reason for Leaving	
2.	Position	Date of Employment
	Address	
	Supervisor's Name	
	Reason for Leaving	

F. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that FIRST CHRISTIAN ACADEMY & LEARNING CENTER 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 CHRISTIAN ACADEMY & LEARNING CENTER to review the primary references which I have listed.

I authorize references and my former employers 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 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 given to the school.

Since I will be working with children, I understand that 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 local 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 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

Revised: 05/15

Date

FIRST CHRISTIAN ACADEMY & LEARNING CENTER, INC

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