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*"Helping Children Achieve"*

## Support Staff Application

**Hope Christian Academy** 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. The school recruits, hires, trains, assigns personnel, promotes, and compensates employees without regard to race, color, national origin, age, sex, or disability. All employment decisions are made on the basis of merit and job requirements.

Your interest in being a part of such a ministry at **Hope Christian Academy** is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you. We will also contact your references. If we have continued interest in your candidacy, we will 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 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. We look forward to receiving your application.

**Instructions:** *Please print answers.* Each question should be answered fully and accurately. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your résumé if you have one.



**Hope Christian Academy  
Support Staff Application**

**A. Applicant's Information:**

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle Initial \_\_\_\_ Maiden Name \_\_\_\_\_

Position applying for \_\_\_\_\_

Application date \_\_\_/\_\_\_/\_\_\_ Date available \_\_\_/\_\_\_/\_\_\_

Current address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you been at this address? \_\_\_\_\_

Previous address if the above is less than 5 years. \_\_\_\_\_

Phone: Days (\_\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_\_) \_\_\_\_\_

Cell phone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Best time to call? \_\_\_\_\_

**B. Position Desired**

Position, or positions, applying for \_\_\_\_\_

Full time  Part time  Temporary  Summer Available when? \_\_\_\_\_

How did you learn about our school? \_\_\_\_\_

Why do you wish to work here? \_\_\_\_\_

If we have openings in your preferred age level, what age level would that be? \_\_\_\_\_

Are you capable of and comfortable teaching a Bible class?  Yes  No

Can you submit verification of your legal right to work in the U.S.?  Yes  No



**C. School Statement of Faith:**

As a Christian organization, we require all of our employees to be practicing Christians. Federal law allows us to confine our hiring to members of our faith community.

Please carefully read our statement of faith and indicate your degree of support. (Attached)

- I fully support the statement as written, without reservations.
- I support the statement except for any areas listed below and explained on a separate paper.

These represent either disagreements or items for which I have not yet formed an opinion or a conviction. \_\_\_\_\_

**D. Christian Background: On a separate paper in your own handwriting, briefly give your Christian testimony.**

What is your denominational preference? \_\_\_\_\_ What is your local church affiliation? \_\_\_\_\_

Are you currently a member in good standing? \_\_\_\_\_ Number of Years? \_\_\_\_\_

With what regularity have you attended during the past twelve months? \_\_\_\_\_

If you become employed by our school, you are joining a ministry that has high expectations of all its employees. All staff members have a ministry position and must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow employees. 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). Please carefully read the school's lifestyle statement and the declaration of moral integrity statement, which are attached. If you can honestly sign the forms, please do so.

**E. Employment History**

Please start with your current or most recent employer and work backward for the past *five years*. If necessary, use a separate paper and follow the same format for additional positions. Former employers *will* be contacted for references.

1. Employer \_\_\_\_\_ Job title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_ Job duties \_\_\_\_\_

2. Employer \_\_\_\_\_ Job title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_ Job duties \_\_\_\_\_



3. Employer \_\_\_\_\_ Job title \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Address \_\_\_\_\_  
 Supervisor's name and phone number \_\_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_  
 Hourly rate/salary \_\_\_\_\_ Job duties \_\_\_\_\_  
 \_\_\_\_\_

What date may we contact current employer? \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed?  Yes  No

If yes, what was the name or names? \_\_\_\_\_

Have you served in the military?  Yes  No

If yes, what type of training or education did you receive? \_\_\_\_\_

**F. Educational and Professional Training** (If you hold early education certificates, please photocopy and attach.)

Name and location (city, state) of school	Degree or Certificate received	Date
High School	Did you graduate?	
Post High School Education-Name and address-Most recent first	Type of certificate, diploma, or degree: BA, MA, other	

**G. Personal References**

List the names of five people who are not related to you and who have a definite knowledge of your qualifications and character.  
 Please include at least two previous employers and your current pastor.

Name and complete address	Phone	Relationship to you



**H. Additional Helpful Information**

Are you specifically trained or have you had experience in the following? Check all that are applicable.

- |   |   |
|---|---|
| <input type="checkbox"/> School secretary                       | <input type="checkbox"/> Filing clerk     |
| <input type="checkbox"/> Teacher aide                           | <input type="checkbox"/> Bookkeeper       |
| <input type="checkbox"/> Administrative assistant               | <input type="checkbox"/> Custodian        |
| <input type="checkbox"/> Maintaining existing computer/programs | <input type="checkbox"/> Receptionist     |
| <input type="checkbox"/> Cook                                   | <input type="checkbox"/> Cafeteria worker |
| <input type="checkbox"/> Childcare worker                       | <input type="checkbox"/> Bus driver       |
| <input type="checkbox"/> Clerk                                  | <input type="checkbox"/> Other _____      |

**Special skills**

- |   |  |
|---|--|
| <input type="checkbox"/> Word processing: _____ wpm | <input type="checkbox"/> Desktop publishing      |
| <input type="checkbox"/> Scheduling                 | <input type="checkbox"/> Proofreading            |
| <input type="checkbox"/> Spreadsheet                | <input type="checkbox"/> First aid certification |
| <input type="checkbox"/> CPR certification          | <input type="checkbox"/> Other please list       |

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

You have read the job description, essential functions, and immediate requirements for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying?  Yes  No

**If yes**, please explain:

\_\_\_\_\_

\_\_\_\_\_

**If yes**, to above question, is there anything that the school can do to reasonably meet 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?

\_\_\_\_\_

\_\_\_\_\_

Can you provide the documents to prove that you are legally eligible for employment in the United States?  Yes  No



Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer?

Yes  No

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 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.

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 or explanation.

### **I. Applicant's Statement**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, 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 hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 **Hope 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 work records and evaluations, my educational preparation, and other matters related to my suitability for the 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 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. (The cost for fingerprinting and background checks is around \$60.00. The employee is responsible for payment of these checks.)

Do you understand that this is an application for at-will 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

**Please attach the following to your application:**

**From Section B—Your Christian Testimony**

**From Section F—Photocopies of certificates held**

**If applicable, attached statements to explain answers in Section H**

**Signed Statement of Faith (attached to application)**

**Signed Declaration of Moral Integrity and Lifestyle (attached to application)**



**Hope Christian Academy**  
**Statement of Faith**

1. I believe in the verbal, plenary inspiration of both the Old and New testaments, i.e. that the very words of the original Scriptures are infallible and inerrant and that they are our final and absolute authority in every area of life and knowledge. (I Timothy 3: 16, II Peter 1:21)
2. I believe in one God, eternally existing in three coequal persons; Father, Son and Holy Spirit. (John 4:24; Romans 8: 14-15)
3. I believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished deity and genuine humanity in one person forever. (Isaiah 7:14; Matthew 1:8; Colossians 1:15; John 1:14; Philippians 2:6-9)
4. I believe that God the Holy Spirit is a personal Being who convicts the world of sin, who regenerated indwells, empowers, guides and bestows spiritual gifts on believers, and who seals them eternally for God. (John 6:37; John 16; Romans 8; Ephesians 1:13-14, 4:30)
5. I believe that man was created by a direct act of God in His image, not from previously-existing life, that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death, and that all men have inherited a sinful nature. (Genesis 1:1-3; Ephesians 2:1; Romans 1,5,3:23)
6. I believe that Jesus Christ died as a substitution sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God. (II Corinthians 5:21; Hebrews 7:24-27)
7. I believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience of regeneration produces a new creature in Christ. (II Corinthians 5:17; Titus 3:5; Ephesians 2:8-9)
8. I believe that Jesus Christ rose bodily from the dead and that He ascended in like form into Heaven, there He continually ministers as our Great High Priest and Advocate. (Luke 24:1-6; Hebrews 10:12; I John 2:1-2; Hebrews 7:25)
9. I believe in the literal, visible, bodily return of Jesus Christ with His saints to establish His Kingdom. (Acts 1:9-11; Revelation 19; John 14:2)
10. I believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost. (Revelation 20, 21; I Corinthians 15)
11. I believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to all the world. (Matthew 8:18-20; Matthew 5:16)
12. I believe that as an act of obedience after receiving by faith Jesus Christ as Savior and Lord, a believer is baptized. (Acts 8:26-39)

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Signature

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Date





**Hope Christian Academy**  
**Declaration of Moral Integrity and Lifestyle**

**Hope Christian Academy** expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to instill in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I, (print name) \_\_\_\_\_, recognize, understand, and agree to live by the Christian moral standards of **Hope Christian Academy**.

I declare, that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law. (1 Corinthians 6:18; 1 Thessalonians 4:3)

Abstain from the use of or possession of alcoholic drinks, tobacco, or illegal drugs. (1 Corinthians 6:19-20)

Not be convicted of a felony or morally reprehensible misdemeanor.

I declare that the above statements are factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of **Hope Christian Academy**.

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Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

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Administrator signature, *after* discussion with applicant/volunteer \_\_\_\_\_ Date \_\_\_\_\_