

Application for Employment

Name of Applicant _____

Town Creek Christian Academy (TCCA) is an Equal Opportunity Employer. Discrimination on the basis of race, color, sex, national origin, age or disability is prohibited. Because Town Creek Christian Academy is a religious institution, it exercises those rights afforded to religious institutions which allow the use of religious qualifications and tenets in personnel actions.

Required Documents: _____ Copy of Teacher Credential _____ Copy of Transcripts _____ DMV Record
_____ Copies of Letters of Reference _____ Handwritten Personal testimony

Position Desired

In the parenthesis, please indicate your 1st, 2nd, and 3rd choice. Then to the right, please indicate the grade or subject in order of preference.

- () Preschool (Infants-four yr. olds) _____
- () Kindergarten _____
- () Elementary (grades 1-5) _____
- () Middle (grades 6-8) _____
- () High School (grades 9-12) _____
- () Other (art, P.E., music, Latin) _____

What employment type do you desire? _____ Full time _____ Part time _____ Substitute

How did you learn about the position for which you are applying? _____ When could you start? _____

Please indicate grades/subjects you have been trained to teach: _____

List other skills you bring to the position (i.e. sports, clubs): _____

Personal Information Name: _____

E-mail: _____ Phone number: () _____

Address: _____
Number & Street City State Zip Code

Date of Birth: ____/____/____ Social Security No: _____ Gender at birth: Male Female

Marital Status: ___ Single ___ Engaged ___ Married ___ Separated ___ Widowed ___ Divorced

If married, spouse's name: _____ Spouse's occupation: _____

Children's names, ages and school: _____

Are you authorized to work in the United States? _____ Are you a legal U.S. citizen? ___ Yes ___ No

(Town Creek Baptist Church conducts criminal background investigations on all persons who are offered conditional employment. Misrepresentation of facts will result in a withdrawal of any conditional offer of employment.)

Professional Qualifications

What degree(s) do you hold?

<u>Degree/Diploma/Major/Minor</u>	<u>Date Received</u>	<u>G.P.A.</u>	<u>Name and Location of Institution</u>

Do you hold a state-issued teacher's certification? ___ Yes ___ No If yes, please attach a copy of certificate

<u>Subjects</u>	<u>State</u>	<u>Class</u>	<u>Exp. Date</u>

Employment History

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

Employer _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Position: _____ Dates of Employment: _____

Description of Duties: _____

Supervisor's Name and Phone _____

Reason for leaving: _____

Employer _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Position: _____ Dates of Employment: _____

Description of Duties: _____

Supervisor's Name and Phone _____

Reason for leaving: _____

Employer _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Position: _____ Dates of Employment: _____

Description of Duties: _____

Supervisor's Name and Phone _____

Reason for leaving: _____

Employer _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Position: _____ Dates of Employment: _____

Description of Duties: _____

Supervisor's Name and Phone _____

Reason for leaving: _____

Interest & Abilities

Circle any of the following for which you have special training, experience or interest:

Art	Archery	Band	Basketball	Bible	Business
Cheerleading	Computer	Cross Country	Debate	Drama	Elementary Activities
Elementary Sports	Football	Golf	Industrial Art	Outreach	Missions
Nature/Outdoor Study	Newspaper	Physical Ed.	Photography	Science/Lab	Softball
Student Council	Soccer	Swim	Technologies	Tennis	Tutoring
Vocal Music	Volleyball	Welding	Worship	Yearbook	

Professional organizations in which you maintain an active membership:

What student activities have you directed?

Background Information

1. Have you, at any time, been involved in or accused, rightly or wrongly, of sexual abuse, maltreatment, or neglect?
 yes no
2. Have ever been accused or convicted of possession/sales of controlled substances or of driving under the influence of alcohol or drugs.
 yes no
3. Are you using illegal drugs?
 yes no
4. Have you been arrested or convicted for any criminal act more serious than a traffic violation?
 yes no
5. Have you ever been involved romantically or sexually with any student, or had sexual relations with any minor after you became an adult?
 yes no
6. Have you ever been a victim of any form of child abuse?
 yes no
7. If yes, would you like to speak to a counselor or pastor?
 yes no
8. Have you ever gone through treatment for alcohol or drug abuse/
 yes no
9. Have you ever been asked to step away from ministry or work with children or students in any setting, paid or volunteer?
 yes no
10. Is there anything in your past or current life that might be a problem if we found out about it later?
 yes no

Describe your driving record. _____

Christian Background

Have you accepted Jesus Christ as your Lord and Savior? ___ Yes ___ No ___ Uncertain

If yes, when? _____ On what do you base your claim of salvation _____

What is the name of the Church you regularly attend? _____

Are you a member of the above named Church? Yes No If no, why not? _____

What is your Pastor's Name: _____

Church denomination: _____

How often do you attend? Weekly, Monthly, Only Special Occasions. List any church/Christian work or ministry in which you have been involved: _____

Give your definition of a Christian: _____

Please give a brief personal testimony, including the circumstances of your conversion.

What have you been doing to grow spiritually in the past year? _____

What would you do to maintain your spiritual growth. _____

Do you have any expectations while working as an employee of TCCA. _____

Explain your belief concerning the following issues:

A. The authority of the Bible _____

B. Salvation through Jesus alone _____

C. Use of tobacco, drugs, alcoholic beverages _____

D. Premarital/extramarital sex _____

E. Homosexuality _____

Why do you desire a position at a Christian Academy?

What do you believe is the unique function of a Christian school program?

Are you motivated to make disciples of Jesus through Christ-centered academically excellent educational instruction?

yes no

Are you able to work as a team member? yes no

Waiver/Release

I, the undersigned, give my authorization to Town Creek Christian Academy representatives, hereafter referred to as TCCA, to verify the information on this form. TCCA may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as an employee of TCCA. I am willing to request and submit to TCCA background reports on myself.

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for employment at TCCA. In consideration of the receipt and evaluation of this application by TCCA, I hereby release any individual, church, 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 that may at any time result to me, my heirs, or family, because 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 bylaws, statement of faith and policies of TCCA, and to refrain from conduct unbecoming to Christ in the performance of my services on behalf of TCCA. If I violate these guidelines, I understand that my status will be terminated. By signing this application, I state that all of the information given about myself is true.

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

Print name

Signature

Witness _____

Date _____

REFERENCES

List persons who can attest to and have first hand knowledge of your personal character, commitment, professional preparation, teaching abilities, or your spiritual maturity. Include a pastor, instructor, principal and supervisor.

Name: _____ Title _____ School/Company/Church _____

Address: _____

Work Phone (____) _____ Home Phone (____) _____

Name: _____ Title _____ School/Company/Church _____

Address: _____

Work Phone (____) _____ Home Phone (____) _____

Name: _____ Title _____ School/Company/Church _____

Address: _____

Work Phone (____) _____ Home Phone (____) _____

Name: _____ Title _____ School/Company/Church _____

Address: _____

Work Phone (____) _____ Home Phone (____) _____

Name: _____ Title _____ School/Company/Church _____

Address: _____

Work Phone (____) _____ Home Phone (____) _____

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired, or if hired, may subject me to immediate dismissal.

I authorize Town Creek Christian Academy to inquire about my work and personal history and verify all data given in my application for employment, related papers, and my oral interviews. I further authorize the release of any information requested by Town Creek Christian Academy such as employment records, performance reviews, and personal references. I release any organization or company from liability or damage, which may result from furnishing the information requested.

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

Applicant's Name (please print) _____

Applicant's Signature _____ Date: _____