



WESTMINSTER
CHRISTIAN ACADEMY

EMPLOYMENT APPLICATION

A. PERSONAL INFORMATION

Full Name _____

Address _____

Email: _____ Phone: Days _____ Evenings _____

Social Security No. _____

Name of person to notify in an emergency _____

Relationship _____ Phone _____

B. POSITION DESIRED

Please indicate the position for which you are applying. If you desire a teaching position, please indicate the grade level or subject area.

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

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach.

Please list any special qualifications, training, skills, or personal talents you possess.

Please list your hobbies and personal interests.

C. EDUCATIONAL PREPARATION (BEGINNING WITH HIGH SCHOOL)

Name of School	Dates	Major	Degree/GPA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

School Activities, Clubs, Honors, etc.

Are you currently working on a degree? _____ If yes, what degree, which college are you attending, and what courses do you lack? _____

D. TEACHING/WORK EXPERIENCE

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may use the reverse side of this page, following the same format.

1. Employer _____
Address _____
Position _____ Dates of Employment _____
Supervisor's Name and Contact Info. _____
Reason for leaving _____

2. Employer _____
Address _____
Position _____ Dates of Employment _____
Supervisor's Name and Contact Info. _____
Reason for leaving _____

3. Employer _____
Address _____
Position _____ Dates of Employment _____
Supervisor's Name and Contact Info. _____
Reason for leaving _____

4. Employer _____
Address _____
Position _____ Dates of Employment _____

Supervisor's Name and Contact Info. _____
Reason for leaving _____

5. Employer _____
Address _____
Position _____ Dates of Employment _____
Supervisor's Name and Contact Info. _____
Reason for leaving _____

Total years of experience: In aiding _____ In teaching _____ In administration _____
Are you certified? _____ If yes, in what state? _____ Expiration date? _____
For what are you certified? _____ If you do not hold a certificate, what requirements do you lack? _____

F. PERSONAL REFERENCES

You will need to sign the **Authorization to Release Reference Information** that is included and return it with this application. Please do not list family members or relatives for references.

Give two references who are qualified to speak of your spiritual experience. List your current pastor first.

1. Name _____
Complete Address _____
Relationship _____ Phone _____ Email _____

2. Name _____
Complete Address _____
Relationship _____ Phone _____ Email _____

Give two professional references who are qualified to speak of your educational/employment training and experience. List your current or most recent supervisor first.

1. Name _____
Complete Address _____
Relationship _____ Phone _____ Email _____

2. Name _____
Complete Address _____
Relationship _____ Phone _____ Email _____

G. CHURCH AFFILIATION

Denomination _____ Name of Present Church _____
How long a member? _____ Address _____

Are you active in your church? _____ In what capacity? _____

H. PROCEDURAL QUESTIONS

Do you heartily agree with and will you uphold and support the purpose and philosophy of Westminster Christian Academy? _____

Please note any areas with which you disagree or cannot fully support. _____

Do you subscribe without reservation to the Westminster Christian Academy Statement of Faith? _____

Do you strongly hold to any doctrines or convictions that are not a part of our Statement of Faith?
_____ If yes, please explain. _____

Have you ever been investigated by an employer for misconduct? _____

Have you ever been disciplined, discharged, or asked to resign from a prior position? _____

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? _____

Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying? _____

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? _____

I. STANDARDS

All employees shall be professional in their conduct and appearance. Employees must profess a personal faith in Jesus Christ and must faithfully attend an evangelical church, and shall manifest by precept and example the highest Christian virtue and personal decorum, serving as a role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40) and as an example to parents and fellow faculty members. This includes, but is not limited to, the refraining from such activities as the abuse of alcohol or the use of illicit drugs and the use of profane language (Colossians 3:17; Titus 2:7-8; 1 Thessalonians 2:10, 5:18, 5:22-23; James 3:17-18). The employee agrees that Scripture dictates standards of sexual behavior and

clearly defines the unique roles of male and female. Any sexual activity outside of the marriage commitment, being defined as one man and one woman, violates the requirement of being a role model and will constitute grounds for termination (Romans 1:24-32, 12:1-2; 1 Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16; 1 John 3:1-3).

When children of school employees are capable of meeting all admission requirements, the Board of Directors has a strong expectation that those children attend Westminster.

J. ATTACHMENTS

On a separate page, please succinctly answer the following questions.

1. Describe your conversion and personal relationship to Jesus Christ.
2. What steps are you taking to further your Christian growth?
3. Why do you wish to work at Westminster?
4. What do you believe are your strengths and weaknesses?
5. Please summarize any additional information you would like to present regarding your candidacy for a position at Westminster.

K. APPLICANT'S CERTIFICATION AND AGREEMENT

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

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid and receive benefits only through the day of release.

I authorize Westminster Christian Academy to thoroughly interview the primary references which 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 job.

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 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

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. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to 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