



**WESTMINSTER**  
CHRISTIAN ACADEMY

**EMPLOYMENT  
APPLICATION**

**A. PERSONAL INFORMATION**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_ Phone: Days \_\_\_\_\_ Evenings \_\_\_\_\_

**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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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? \_\_\_\_\_

### F. PERSONAL REFERENCES

You will need to sign the **Authorization to Release Reference Information** that is included and return it with this application.

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? (See Reference I) \_\_\_\_\_

Do you strongly hold to any doctrines or convictions that are not a part of our Statement of Faith?

\_\_\_\_\_ If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

Do you subscribe without reservation to the Westminster Christian Academy Statement of Marriage, Sexuality & Gender? (See Reference II) \_\_\_\_\_

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.

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Signature of Applicant

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Date

## REFERENCES

### I. STATEMENT OF FAITH

Westminster Christian Academy most emphatically affirms the essentials of the Christian faith, which are as follows:

- the divine inspiration of the 66 books of the Old and New Testaments, making them both inerrant and authoritative
- the existence of the infinite, personal, and holy God - Father, Son, and Holy Spirit
- the deity, the virgin birth, the sinless life, the supernatural miracles, the atoning death, the physical resurrection, the ascension, and the personal return of our Lord Jesus Christ
- the absolute necessity of salvation through faith alone, because of the shed blood of Christ, and only by God's grace, for the gift of eternal life

Westminster Christian Academy takes the Westminster Confession of 1648 as its broader summary of biblical truth. However, the school encourages respect for various positions among Christians concerning the following:

- the mode and appropriate age for baptism
- the chronological details of the return of Jesus Christ
- the practice of the ecstatic gifts within the body of Christ
- the precise interpretation of the six days of creation in the Genesis record
- the most appropriate form of church government

These five areas are left to the teaching of the home and church. There shall be no attempt to promote these denominational positions. Westminster desires to avoid the dissension that may be caused by denominational distinctives.

The Statement of Faith and Statement of Marriage and Family shall be given to every person prior to their being offered employment at Westminster. Persons shall only be employed at Westminster if they are in complete agreement with the Statement of Faith. If a person changes his/her beliefs with respect to the Statement of Faith or Statement of Marriage and Family following employment, that person may be asked to leave the organization.

We believe that all matters of faith and conduct must be evaluated on the basis of The Bible, which is our infallible guide. The Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle and conduct.

### II. STATEMENT OF MARRIAGE, SEXUALITY & GENDER

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) 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 sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

We believe that in order to preserve the function and integrity of Westminster Christian Academy and to provide a biblical role model to the local community, it is imperative that all persons employed by

Westminster Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement of Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.)