



West Side Christian Academy Employment Application



Your interest in **West Side Christian Academy** is appreciated. We invite you to complete 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 reviewing 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.

A. Applicant's Name and Address

Full Name: _____

Application Date: _____ Date Available: _____

Address: _____

City _____ State _____ Zip code _____

How long have you lived at the above address? _____

Daytime Phone: _____ Evening Phone: _____

Best time to call: _____

B. Position Desired

Rank, in order of preference, the departments in which you are qualified to teach. Also list preferred grade level or subject area teaching assignments.

Kindergarten: _____

Elementary: _____

Junior High: _____

High School: _____

Full time (paid): _____ Part time (paid): _____ Substitute (paid): _____

What salary do you think that you would require to realistically meet your financial needs if you accept a position with us? \$ _____/Month

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

Educational and Professional Training

School	Name of School/College/or Training Site	Course of Study (Major/Minor) or Certificate received	Completed (Y/N)	Diploma/Degree/ Special Title
High School				
Undergraduate School				
Professional/Gra duate School				
Other				
Other				

Number of years of experience?

Public _____ Private _____ Home Schooling _____

Have you already signed a contract for the next school year with another educational institution? Yes [] No []

Do you have a state teaching certificate? _____

In what state? _____

What kind of certificate do you hold? _____

Remains valid for _____ years.

Endorsement(s) _____

Please list activities or sports which you are capable of and willing to direct, sponsor, advise, or coach. Indicate the grade or ability level.

Personal/Professional References

Do not include family members as references. (Exception: Pastor)

Give two (2) references who can speak of your spiritual experience and Christian service.

Name	Phone number	Address	Position or Relationship
1.			
2.			

Give two (2) references who can speak of your professional experience or training

Name	Phone number	Address	Position or Relationship
1.			
2.			

Lack of references will not automatically disqualify you from consideration of a position.

Work experience (Please use the three most recent employments)

Name/Business	Phone Number	Position or Title	Length of employment
1.			
2.			
3.			

West Side Christian Academy's Background Consent

Since I will be working with children, I hereby authorize West Side Christian Academy, and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations, and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for working with children.

I release West Side Christian Academy and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

Applicant/Employee

Full Name – PLEASE PRINT

First Middle Last

Applicant/Employee Address

Street Address (No P.O. Box) City State Zip

Best contact phone number

Applicant Signature Date

Social Security Number * Date of Birth * mm/dd/yyyy

* NOTE: The above information is required for identification purposes only and is in no manner used as qualifications for employment.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. We are saved by God's grace through faith, not by our works of righteousness.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.
8. We believe that Marriage is between one Man (male gender at birth) and one Woman (female gender at birth).

If you agree with the above statements of faith and have not mental reservation please sign below.

Signature _____ **Date** _____

Name (Print) _____

If not signed please attach a document that contains the portion that is not agreed with.

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that falsification of any statement, significant omission of fact, or supplying misleading information in my application, may prevent me 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 understand that West Side Christian Academy does not discriminate in its employment practices against any person because of gender, age, race, color, and national or ethnic origin. I understand that this is only an application for employment and that no employment contract is being offered at this time.

Signature of Applicant _____ **Date** _____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I authorize **West Side 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 evaluation, 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 given to the school.

Signature of Applicant _____ **Date** _____

Statement of Nondiscrimination

West Side Christian Academy does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. West Side Christian Academy reserves the right to, and does, maintain student educational, behavioral, and employment requirements and standards, which are based upon religious considerations consistent with its role and mission. (Refer to the National Free Will Baptist Treatise)

In response to Title VII of the Civil Rights Act of 1964 and Executive Order 11246 of September 24, 1965, the policy of the Academy with regard to this matter is as follows. The academy takes affirmative action in the recruitment of faculty members.

A. West Side Christian Academy, in all manner and respects, is an Equal Opportunity Employer and shall offer a program of Equal Educational Opportunity.

B. West Side Christian Academy, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies or procedures. This includes-but is not limited to-admissions, employment, financial aid, and educational services.