



# Faith Christian Academy Application

## OUR PHILOSOPHY

Faith Christian Academy (FCA) is committed to the historic Christian perspective of life as set forth in the Bible, recognizing God as the Creator of all things, and Jesus Christ as the Son of God and the Savior of all who acknowledge Him as Lord. We hold that the knowledge of God is the beginning of wisdom, that fellowship with God is the basis of true fellowship with others and that each student is uniquely created by God as a spiritual, physical, intellectual, social being, endowed with God-given talents. Therefore, the aim of Christian school, functioning as an extension of the home, and under the sovereignty of God is to aid every student's growth in understanding God and man; developing all of their capabilities to the highest degree in order that they may become mature and complete, living life to its fullest, and carrying out the Master's plan.

Persons hired will be those whose beliefs are consistent with our philosophy, doctrinal and Christian Conduct statements, live a Christian lifestyle that is consistent with biblical principles and are the most qualified for the position without regard to race, color, national or ethnic origin, gender, age, or disability.

PLEASE PRINT OR TYPE

Date of Application: \_\_\_\_\_

How did you hear of this position?  Ad  Agency  College  Employee  Walk-In

## PERSONAL:

Name (*Last, First, Middle*) \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

Can you prove that you are authorized to work in the United States?  Yes  No

E-mail \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Address (*Number, Street, City, State & Zip*) \_\_\_\_\_

Can you perform the essential functions necessary for this position (with or without accommodation)?  
 Yes  No

Have you ever been convicted of a felony?  Yes  No If yes, please explain on a separate sheet.

Are you a U. S. citizen or otherwise authorized to work in the US?  Yes  No

**CERTIFICATION:** (or eligibility for certification)

Kind of certification \_\_\_\_\_ Date issued \_\_\_\_\_

State issued by \_\_\_\_\_ Expires \_\_\_\_\_

Subjects/grades certified to teach \_\_\_\_\_

List in order of preference the grades or subjects you are certified to teach:

A. \_\_\_\_\_ B. \_\_\_\_\_

C. \_\_\_\_\_

**REFERENCES:** Do we have your permission to contact these persons now?  Yes  No

**Please sign the Authorization Release Reference Form included in application.**

**PROFESSIONAL REFERENCES:** These should be from persons willing to and best qualified to give an objective appraisal of your professional training and experience for the position for which you are applying. Please include superintendents and principals with whom you have worked or teachers who have supervised your student teaching experiences.

1. \_\_\_\_\_

<i>NAME</i>	<i>RELATIONSHIP TO YOU</i>	<i>E-MAIL</i>	
_____	_____	_____	
<i>ADDRESS: NUMBER &amp; STREET</i>	<i>CITY, STATE</i>	<i>ZIP</i>	<i>PHONE</i>
_____	_____	_____	_____
<i>INSTITUTION</i>			

2. \_\_\_\_\_

<i>NAME</i>	<i>RELATIONSHIP TO YOU</i>	<i>E-MAIL</i>	
_____	_____	_____	
<i>ADDRESS: NUMBER &amp; STREET</i>	<i>CITY, STATE</i>	<i>ZIP</i>	<i>PHONE</i>
_____	_____	_____	_____
<i>INSTITUTION</i>			

3. \_\_\_\_\_

<i>NAME</i>	<i>RELATIONSHIP TO YOU</i>	<i>E-MAIL</i>	
_____	_____	_____	
<i>ADDRESS: NUMBER &amp; STREET</i>	<i>CITY, STATE</i>	<i>ZIP</i>	<i>PHONE</i>
_____	_____	_____	_____
<i>INSTITUTION</i>			

**PERSONAL REFERENCES:** These should be from persons willing to and best qualified to write about your spiritual experience and Christian service.

1. \_\_\_\_\_  
*NAME* *RELATIONSHIP TO YOU* *E-MAIL*

\_\_\_\_\_

*ADDRESS: NUMBER & STREET* *CITY, STATE* *ZIP* *PHONE*

\_\_\_\_\_

*RELATIONSHIP*

2. \_\_\_\_\_  
*NAME* *RELATIONSHIP TO YOU* *E-MAIL*

\_\_\_\_\_

*ADDRESS: NUMBER & STREET* *CITY, STATE* *ZIP* *PHONE*

\_\_\_\_\_

*RELATIONSHIP*

3. \_\_\_\_\_  
*NAME* *RELATIONSHIP TO YOU* *E-MAIL*

\_\_\_\_\_

*ADDRESS: NUMBER & STREET* *CITY, STATE* *ZIP* *PHONE*

\_\_\_\_\_

*RELATIONSHIP*

**TEACHING EXPERIENCE:** Please list your teaching experience, specifically identifying student teaching.

DATES (FROM – TO)	SCHOOL	LOCATION	GRADE OR SUBJECT TAUGHT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been employed at Word of Faith or Faith Christian Academy before?  Yes  No  
If yes, give dates and positions (use an additional sheet if necessary)

DATES (FROM – TO)	POSITION
_____	_____
_____	_____
_____	_____

Have you been dismissed from a teaching position?  Yes  No If yes, explain on a separate sheet.

**WORK HISTORY:** What type of work experience have you had, other than teaching, that would contribute to the philosophy and mission of FCA? List the most recent first.

DATES (FROM – TO)	SCHOOL	LOCATION	REASON FOR LEAVING
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EDUCATIONAL BACKGROUND:** List all colleges and training institutions you have attended.

SCHOOL/INSTITUTION	DIPLOMA/DEGREE	MAJOR	MINOR
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Cumulative Grade Point Average:** BA/BS \_\_\_\_\_ MA \_\_\_\_\_ Other \_\_\_\_\_

Major Subject GPA \_\_\_\_\_

Distinctions, Activities, or Honors [optional]: \_\_\_\_\_

**Graduate or Post Graduate Coursework**

DATES (FROM – TO)	INSTITUTION	LOCATION	COURSES/CREDIT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please submit photocopies of all your teacher certifications and college transcripts.**

**PROFESSIONAL ORGANIZATIONS:** List any professional organizations of which you are an active member.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPIRITUAL DEVELOPMENT:**

Briefly describe your relationship with Jesus Christ. \_\_\_\_\_

\_\_\_\_\_

What practices do you follow that provide spiritual growth for you? \_\_\_\_\_

\_\_\_\_\_

What is your individual practice regarding alcoholic beverages, tobacco and matters of recreation and entertainment? \_\_\_\_\_

\_\_\_\_\_

In which ministries in your church are you actively involved? \_\_\_\_\_

\_\_\_\_\_

Name of Church \_\_\_\_\_

Member?  Yes  No

Pastor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

May we contact your pastor (if not listed as a reference)?  Yes  No

**FAITH CHRISTIAN ACADEMY'S DOCTRINAL STATEMENT:**

WE BELIEVE:

- The Bible is the divinely inspired Word of God.
- In the triune nature of God: the Father, the Son, and the Holy Spirit.
- All have sinned and come short of the glory of God and are in need of salvation. Salvation has been provided through Jesus Christ for all men.
- The in-filling of the Holy Spirit is an experience subsequent to salvation and that it is the will of God that all be filled.
- Healing provided in the redemptive work of Christ and is available to every believer.
- The church consists of all those who have received Jesus Christ as their personal Savior.
- There shall be a bodily resurrection of the just and the unjust.
- In the personal, visible, imminent return of Jesus Christ.
- In water baptism and the observance of the Lord's Supper.

If you fully endorse the above doctrinal statement, please initial here: \_\_\_\_\_

**FAITH CHRISTIAN ACADEMY’S CHRISTIAN CONDUCT STATEMENT:**

Faith Christian Academy requires that its employees be born-again, followers of Jesus Christ, endeavoring to live their lives consistent with biblical principles. School employees will be expected to conduct themselves, both online (*including their social media platforms*) and away from school, in a way that will not raise questions or doubts regarding their Christian testimony and beliefs. Further, school employees will be expected to demonstrate a Christian lifestyle based upon biblical standards of moral conduct, integrity, personal and family relationships, business conduct and behavior. Moral misconduct, which violates biblical principles and qualifications for employees of Faith Christian Academy, includes, but is not limited to:

- Promiscuity;
- Homosexual behavior; and
- Any violation of the unique role of male or female and biblical marriage, which is a covenant relationship between one man and one woman.

Furthermore, failure to acknowledge the following are also considered violations of this Employee Christian Conduct Statement:

- That life begins at conception;
- That abortion disregards the sanctity of human life;
- That homosexuality is a sin; and
- That God is the Creator of the heavens and the earth.

If you fully endorse the above Christian Conduct statement, please initial here: \_\_\_\_\_

**APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that Faith 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 of 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 only through the day of release.

Since I will be working with children, I understand that I must submit to a fingerprint check by federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for such an investigation. I authorize Faith Christian Academy to conduct a criminal records check.

I understand that this is only an application for employment and that no employment agreement is being offered at this time. I certify that I have carefully read and do understand the above statements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Applicant’s Checklist:**

- All application questions completed
- Transcripts attached
- Certification attached
- Cover letter and resume attached
- Signed Reference Release attached
- Signed Conflict of Interest Addendum attached



## Authorization to Release Reference Information

I have applied for a position as a \_\_\_\_\_ with Faith Christian Academy.

I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 Faith Christian Academy, 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 Faith Christian Academy. I am willing that a true copy of this authorization be accepted with the same authority as the original. I certify that I have carefully read and do understand the above statements.

Applicant's Name (Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



# Conflict of Interest Addendum

Employees or contractors have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Faith Christian Academy (FCA)/Word of Faith wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when a contractor/employee is in a position to influence a decision that may result in a personal gain for that employee/contractor or for a relative as a result of FCA/Word of Faith's business dealings. For the purposes of this policy, a "relative" is any person who is related by blood or marriage, or whose relationship with the employee/contractor is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if any employee/contractor has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she discloses to an officer of FCA/Word of Faith as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee/contractor or relative has a significant ownership in a firm with which FCA/Word of Faith does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving FCA/Word of Faith.

The material, products, designs, plans, ideas, and data of FCA/Word of Faith are the property of FCA/Word of Faith and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible termination of employment.

## **CONFLICTS OF INTEREST STATEMENT**

I have read the above conflict of interest policy, and I fully understand its content and meaning. Listed below is information relative to my involvement with companies doing business with Faith Christian Academy (FCA)/Word of Faith International Christian Center (WOFICC).

I am an owner/employee/partner of \_\_\_\_\_  
doing business with FCA/WOFICC.

My capacity with this Company is as: \_\_\_\_\_

My affiliation began \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Date Signature

I am not an employee/owner or partner of any enterprise doing business with FCA/WOFICC.

\_\_\_\_\_  
Date Signature