



EMPLOYMENT APPLICATION

We are pleased that you are interested in becoming a part of the Arrowhead Christian Academy Family. We realize that this is an important decision for each of us. We want to do everything we can to insure that the decision will be the right one. By way of introduction, we would like you to know the following:

We are a Christian school. As such, we expect that our employees have made a personal commitment to Christ as their Savior and wish to grow spiritually.

We expect our employees to take an active role in our total school program in order to maintain a strong and healthy environment.

We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you by phone or by mail. We will also contact your references. If we have continued interest in your candidacy, we will contact you to 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 receiving 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.

Sincerely,

Nick Sweeney
Superintendent

APPLICANT NAME _____

Application date: _____ / _____ / _____ Date available to begin work: _____ / _____ / _____

5/12/2010

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Present address: _____
Street City State Zip

Phone: Days (____) _____ Evenings (____) _____ Cell (____) _____

Permanent address and phone number if different than present address

Please list any additional addresses where you have resided at any time during the past five years:

E-mail Address: _____

B. POSITION DESIRED

List position, subjects, sports, etc.

() Administration _____ () Staff _____

() Teacher () High School () Middle School () Substitute

Subjects: _____

() Full time () Part time () Seasonal () Temporary () Other _____

() Coach - Sport(s) _____

Have you ever applied to or worked for Arrowhead Christian Academy before? () Yes () No

If yes, when? _____ Position _____

Do you have any friends or relatives working for Arrowhead Christian Academy? () Yes () No

If yes, state name(s) and relationship: _____

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

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

(Indicate grade or ability levels). _____

Are you at least 18 years old?() Yes () No
(If under 18, hire is subject to verification that you are of minimum legal age.)

Can you submit verification of your legal right to work in the US? (I-9 form).....() Yes () No

Are you currently employed?() Yes () No

If so, may we contact your employer?.....() Yes () No

Are you holding or have you already signed a contract for next year with any other educational institution?() Yes () No

Have you ever worked under a different name for any of the employers you have listed?() Yes () No

If so, what was the name or names? _____

Have you served in the military? () Yes () No If yes, what type of training or education did you receive? _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?.....() Yes () No
(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and to skill/agility tests).

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?() Yes () No

Has an employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy?() Yes () No

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children?() Yes () No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? () Yes () No
If yes, state nature of the crime(s), when and where convicted, and disposition of the case.
(Convictions for marijuana-related offenses that are more than two years old need not be listed.)

(Note: Answering yes does not constitute an automatic bar to employment. The nature of the offense, the date of the offense, the surrounding circumstances and the relevancy of the offense to the position applied for will be considered.)

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?() Yes () No

If yes, explain _____

C. CHRISTIAN BACKGROUND

Please carefully read our Statement of Faith and indicate your degree of support.

___ I fully support the Statement as written without mental reservations.

___ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? () Yes () No

Denominational preference? _____

What is the name of the church you are currently attending? _____

Pastor's Name _____ Phone Number _____

In what church activities are you involved and with what degree of regularity?

Give a brief account of how and when you became a Christian. _____

Briefly describe your pattern of Christian growth. _____

Describe your routine of personal Bible study and prayer. _____

What is the role of the Holy Spirit in your daily life? _____

D. EDUCATIONAL BACKGROUND

High School Attended: _____

Address: _____

Did you graduate? _____ Yes _____ No If no, # of years completed: _____

DEGREE IN PROGRESS:

College/University: _____

Address: _____

of years completed: _____ Expected Graduation Date _____ Major: _____

PROFESSIONAL QUALIFICATIONS

*** Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Your Major(s) _____

Your Minor(s) _____

Cumulative grade point average Bachelor's _____ Graduate work _____

Total (circle one) semester or quarter units **after** date of Bachelor's degree _____

SPECIAL SKILLS AND QUALIFICATIONS

State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment experience or education.

What areas do you feel are your strengths? Weaknesses? _____

FACULTY / COACHES ONLY

Sequentially list your teaching or coaching experience with most recent first.

School's Name	Grades / Subjects / Sports	Dates

Endorsement(s)	List semester hours in endorsement area(s)

PERSONAL PHILOSOPHY

Please explain your personal Christian philosophy of education and how you would implement it in the classroom / sport. _____

Why do you wish to teach/coach in a Christian school? _____

*** Please attach photocopies of any certificates held.**

Do you have a CBEST Certification? _____ Year completed _____

Do you have an ACSI Teaching Certificate? () Yes () No Expires: _____

What level? _____

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Expires: _____ () Permanent

If you do not hold a certificate, what requirements do you lack? _____

Have you had any courses in the Christian Philosophy of Education? If so, when and where?

If not, would you be willing to take such a course by correspondence or otherwise? _____

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position _____ Dates of Employment _____
Employer _____
Address _____
Supervisor's Name and Phone Number _____
Responsibilities _____
Reason for leaving _____

2 Position _____ Dates of Employment _____
Employer _____
Address _____
Responsibilities _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

3 Position _____ Dates of Employment _____
Employer _____
Address _____
Responsibilities _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

4 Position _____ Dates of Employment _____
Employer _____
Address _____
Responsibilities _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

5 Position _____ Dates of Employment _____
Employer _____
Address _____

Responsibilities _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

F. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

Give three references that are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

Give three references that are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

G. APPLICANT'S CERTIFICATION AND AGREEMENT

Please read carefully, initial each paragraph and sign below.

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

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

Initials I authorize **Arrowhead 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 position.

Initials 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.

Initials 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 is 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, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

Initials Arrowhead Christian Academy is an at-will employer. Employment at-will means an employee may be terminated at the will of either the employer or the employee. Your employment may be terminated with or without cause, at any time by you or by the school.

Initials I understand that this is only an application for employment and that nothing contained in the application, or conveyed during any interview which may be granted is intended to create an employment contract between me and Arrowhead Christian Academy.

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

Signature of Applicant

Date