

HAYWOOD CHRISTIAN ACADEMY

APPLICATION FORM - NON-FACULTY

Your interest in Haywood Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office.

We realize that the key to a successful organization is its people. We are seeking applicants who are professionally qualified and who, by the pattern of their lives, are Christian role models. Our mission is to equip students to learn, serve, and lead Biblically.

As part of our application process, all applicants must submit a short audio or video testimony. The recording must be emailed to Mrs. Mary Bane at mbane@haywoodchristianacademy.org. We look forward to receiving your initial application and testimonial. 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.

SECTION I

PERSONAL DATA

Cell Phone _____

Home Phone _____

Last Name First Name Middle Name

E-mail Address _____ Date of Birth _____

Present Address _____

Number

Street

City

Zip Code

Permanent Address _____

(If different)

Length of time at this address _____

List any additional addresses were you have resided at any time during the past five years:

Please indicate 1, 2, 3 choice in the parenthesis.

() Custodian Services () Office Administration () Supplemental Instruction

() Information Technology () Food Services () Transportation () Other

Specify Position desired: _____

Full time _____ Part time _____ Substitute _____

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

Why do you desire to teach in a Christian school and especially at Haywood Christian Academy? _____

What do you feel qualifies you for this position? _____

Can you submit verification of your legal right to work in the US? Yes _____ No _____

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. Indicate grade or ability levels.

SECTION II

CHRISTIAN BACKGROUND

Please provide a 2-3 minute audio or video testimony as to how you came to know the Lord Jesus as your Savior, how you are actively following Him today, and what He is currently doing in your life. The recording must be emailed to mbane@haywoodchristianacademy.org.

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 _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

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

What other Christian service have you done since becoming a Christian? _____

Are you capable of teaching a Bible class? _____ If yes, what would be your subject preferences _____

To be completed during the interview process:

Please carefully read our *Foundational Statements* (this will be made available to you for review during the interview process) and indicate your degree of support.

_____ I fully support the Foundational Statements without 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.

SECTION III EDUCATION AND PROFESSIONAL BACKGROUND							
	Name of Institution	Location		Dates Attended		Graduation Date	Degree or Semester Hours
		City	State	From	To		
HIGH SCHOOL							XXXXXXXXXX
							XXXXXXXXXX
COLLEGE/UNIVERSITY (Undergraduate)							
GRADUATE OR EXTENSION STUDY							

College Major _____ Sem Hrs. _____ Minor _____ Sem Hrs. _____

SECTION IV 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 _____
 Reason for leaving _____

2. Position _____ Dates of employment _____
 Employer _____
 Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

3. Position _____ Dates of employment _____

Employer _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? 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?

SECTION V	REFERENCES
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Give three references that are qualified to speak of your spiritual experience and Christian service. Do not list family members or relatives for references.

Personal References:

	Name/Physical Address	Phone	Occupation
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Pastor Reference (submitted electronically):

	Name/Email Address	Phone	Name of Church
1.	_____	_____	_____

(We will send a link to your pastor's email address to complete an electronic reference form.)

SECTION VI**APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Haywood 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.

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.

I authorize Haywood 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.

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 SBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of 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, 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. I understand that I could also be asked to participate in a drug screening.

I understand that this is only an application for employment and that no employment contract is being offered at the time.

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

Signature of Applicant

Date