

**CLASSIFIED POSITION - JOB APPLICATION**

Your interest in United Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. To help us evaluate your qualifications, please include your resume, letters of reference, if available. If we have continued interest in your candidacy, we will arrange for a personal interview. All applications and supporting materials received become the property of UC Academy and will not be returned.

The key to a successful Christian school is its faculty and staff. We are seeking applicants who are professionally qualified, genuinely love children, and who, by the pattern of their lives, are born-again Christian role models (Luke 6:40). It is our prayer that God will fulfill His perfect will for our school and in the lives of all applicants.

**A. APPLICANT'S NAME AND ADDRESS:**

Full name: \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date you would be available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_ Best time to call? \_\_\_\_\_

Email(s): \_\_\_\_\_

**B. POSITION DESIRED:**

Position I am applying for: \_\_\_\_\_

I prefer ( ) full time ( ) part time ( ) other: \_\_\_\_\_

How did you learn of the opening? \_\_\_\_\_

If hired, can you verify your legal right to work in the United States? ( ) Yes ( ) No

**C. CHRISTIAN BACKGROUND:** Please briefly give your Christian testimony, including how you became a Christian.

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

( ) My beliefs and conducts are in full agreement with the Statement. Initial: \_\_\_\_\_

( ) My beliefs and conducts are in agreement 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.

Name of Church: \_\_\_\_\_ Denomination: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

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

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Describe your routine of personal Bible study and prayer.

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**D. PROFESSIONAL QUALIFICATIONS:**

List the degrees you have earned. If hired, copies of postsecondary transcripts may be required.

Degree	Issuing Institution	Date Received	Major/Field	GPA

Please list pertinent certificates or licenses you hold. If hired, copies of your certificates and licenses may be required.

Certificate/License	Issued by (State or Organization)	Grade Level/Subject	Expiration Date

**E. ESSAY QUESTIONS:**

1. Why do you wish to work at United Christian Academy?

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2. The mission of UC Academy is “to educate students by combining academic excellence with a Christian worldview, equipping them to impact their world for Christ.” If hired, how do you see yourself advancing the mission of our school?

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3. What is your philosophy of discipline?

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4. What is your response when there are policies with which you do not agree?

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5. How do you allow God to love the children through you?

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6. Define respect and how it is earned?

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7. Read Matthew 18:15-18 and explain the principle dealing with conflict among Christians. How does this principle work when we deal with the students, and how does it work when we deal with other employees?

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8. Are you willing to abide by, and strive to practice, the principle of working together found in Matthew 18:15-18? \_\_\_\_\_ If so, how?

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**F. EMPLOYMENT HISTORY:** Please start with your current or most recent employer and work backwards. If necessary, you may follow the same format on a separate page and attach to the application.

School/ Company	Company Address City, State, Zip	Your Position	Name of Supervisor	Date (from/to)	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? \_\_\_\_\_

Please read the job description for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying?

( ) Yes ( ) No

If "yes" to question above, what reasonable accommodation would you need so that you would be able to perform the duties and responsibilities of this position?

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**G. REFERENCES:** Please provide references who are qualified to speak of your Christian character/background as well as your professional experiences. Do not list family members or relatives as a reference.

Name	Address, City, Zip	Phone #, Email	Relation to you

**H. WORK PERFORMANCE INQUIRY:** If you answer “Yes” to any of the questions in this section, please attach a separate sheet indicating the nature of the incident or other appropriate explanation.

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

Has any 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 conduct or harassment policy? ( ) Yes ( ) No

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

**I. APPLICANT'S CERTIFICATION AND AGREEMENT**

I, \_\_\_\_\_, understand that **United 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 and accompany documents 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.

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 agencies. 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 complete criminal 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 check. The school may refuse employment or terminate employment if it deems any background information received as unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have submitted an application for a position of \_\_\_\_\_ with **United Christian Academy**. I authorize the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all 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.

I hereby release United Christian Academy, my current and 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 United Christian Academy.

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

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_