



Bethesda Christian Academy

A Ministry of Bethesda Baptist Church

1914 S. Miami. Blvd ♦ Durham, NC 27703 ♦ (919) 598-0190 Office ♦ www.bcacrusaders.org

STAFF EMPLOYMENT APPLICATION

Position applied for: _____

Application date: _____ Dates Available: _____

We appreciate your interest in being associated with Bethesda Christian Academy. We invite you to fill out this Staff Employment Application Form and return it to the Bethesda Christian Academy office. We will evaluate the information you supply and contact your references. If we continue to be interested 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 grateful for professionally trained and qualified people who love children and who exemplify Christ by the pattern of their lives.

We look forward to receiving your completed application back. Our prayer is that God will work His perfect will in your life.

A. APPLICANT'S NAME AND ADDRESS:

Full Name Miss Mrs Mr Ms. _____
First Name Middle Name Last Name

Nick Name _____ Maiden Name _____
Name that you generally go by Include any other last name you might have gone by

Present Address _____
Street City State Zip

How Long Have You lived at the Present Address? _____

Permanent Address _____
Street City State Zip

How Long Have You lived at the Permanent Address? _____

Previous Address _____
(If less than 2 years) Street City State Zip

How Long Have You lived at the Permanent Address? _____

Day Phone () _____ - _____ Evenings () _____ - _____

Other Phone () _____ - _____ Pager Cell

B. PERSONAL INFORMATION:

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Marital Status Single Engaged Married Widow(er) Separated Divorced Remarried

(If you are divorced or remarried, please attach a brief explanation on a separate sheet of paper)

Spouse's Name: _____ Age: _____ Years Married: _____

Spouse's Occupation: _____ Title: _____

Business Phone: (_____) _____ - _____ (For Emergency Use Only)

Other Phone Contact: (_____) _____ - _____ Pager Cell (Optional Information)

Number of Children: _____ Name/ Age: _____

Name/ Age: _____

Name/ Age: _____

Name/ Age: _____

What was your most recent annual salary? \$ _____

If you were paid by the hour, what was your most recent hourly wage? _____

C. CHRISTIAN BACKGROUND

Testimony In your own handwriting, on a separate sheet of paper, please briefly give your Christian testimony.

Statement of Faith Please carefully read our *Statement of Faith* (page 9 of this application), and indicate below your degree of support.

I fully support the *Statement of Faith*, as written without reservation.

Your Signature

Date

I support the *Statement of Faith*, as written, except for the areas that I have listed and explained on a separate sheet of paper. The exceptions represent either areas of disagreement, or areas for which I have not yet formed an opinion or conviction.

Your Signature

Date

Church Denominational preference? _____

Local church affiliation? _____

Address _____

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

Service List the church activities in which you regularly participate. (Note, too, about how much time you spend weekly in each activity).

C. CHRISTIAN BACKGROUND (CONTINUED)

What other Christian service have you done since you became a Christian?

To what extent do you believe a Christian School Staff should be involved in the Sunday and weekday ministries of their home church?

Do you believe in the inspiration of the Scripture?

What is your attitude toward working with people of other races or denominational beliefs?

What authority does Scripture have in your life?

DEVOTIONAL LIFE

Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you spiritually?

D. EDUCATIONAL PHILOSOPHY:

(Please attach additional pages to application if more space is needed.)

The role of the teacher in the Christian school classroom is: _____

The role of the parent in the education of the children is: _____

Classroom discipline: _____

Building a child's self-image: _____

E. PROFESSIONAL QUALIFICATIONS

Education

Circle the highest grade completed:

1 2 3 4 5 6 7 8 9 10 11 12

From what high school did you graduate? _____

Location: _____

GED

College 1 2 3 4

Graduate School 1 2 3

COLLEGE/ UNIVERSITY NAME & LOCATION	DATES ATTENDED	DATE GRADUATED	GPA	DEGREE EARNED	MAJOR(S)	MINOR(S)

TEACHER APPLICANTS: Please attach photocopies of all college transcripts.

If you are offered a position official copies will be required for inclusion in your personnel file)

Do you have a CDL Driver's License with Passenger Endorsement? YES NO

Driver's License # _____ State _____

Teaching Credentials (*Please attach photocopies of any certificates you hold.)

Do you have an ACSI Teaching Certificate? YES NO What level? _____

Valid from _____ to _____

Do you have a State Teaching Certificate? YES NO State? _____

What kind? _____ Valid from _____ to _____

Endorsements? _____

If you don't hold a certificate, what requirements do you lack?

EMPLOYMENT HISTORY (Continued):

Do you have any gaps in between employment?

___ YES ___ NO If yes, give dates & explain:

Do you have any problem with us contacting any of your past employers?

___ YES ___ NO

If you marked "YES" indicate which ones and why:

G. CRIMINAL HISTORY

Questions

- A. Have you ever been convicted of a crime other than a minor traffic violation? YES NO
- B. Have you ever been investigated, charged with or convicted of any type of child abuse, including but not limited to neglect, physical violence, or sexual crimes? YES NO
- C. Have you ever committed any act of child abuse, such as neglect, physical violence, or sexual abuse? YES NO

Responses

If you answered "yes" to any of the questions above, please give dates and details on a separate sheet of paper.

Background

Would you have any objections to a routine Criminal Background Check required for all employees of Bethesda Christian Academy? YES NO

H. REFERENCES

Personal

A.

Name Street City State Zip
Home Phone (____) _____ - _____ Years Known _____

B.

Name Street City State Zip
Home Phone (____) _____ - _____ Years Known _____

Professional

A.

Name Street City State Zip
Home Phone (____) _____ - _____ Years Known _____

B.

Name Street City State Zip
Home Phone (____) _____ - _____ Years Known _____

I. APPLICATION CHECKLIST:

- Completed Application
- Updated Resume
- Recent Photo ID Attached
- College Transcript Attached

STATEMENT OF FAITH
(Doctrinal Position)

THE SCRIPTURES

We believe

- a. the Bible, in its entirety, to be the Word of God.
- b. that it is the infallible rule of faith and conduct.

THE GODHEAD

We believe that

- a. the Godhead exists in three Persons: Father, Son and Holy Spirit.
- b. these three Persons are one God, having precisely the same nature, attributes and perfections.

THE LORD, JESUS CHRIST

We believe in

- a. His eternal existence as God.
- b. His Incarnation and Virgin Birth
- c. His death on the cross, as the substitutionary atonement for sin.
- d. His literal, bodily resurrection from the dead.
- e. His present ministry of intercession in Heaven.
- f. His personal, future return to earth.

THE HOLY SPIRIT

We believe that the Holy Spirit, the Third Person of the Godhead

- a. convicts men of sin, and--with salvation--regenerates, baptizes, indwells, seals and bestows spiritual gifts.
- b. empowers believers day by day.
- c. is the Teacher of the World of God, and the Guide for daily living.

MAN

We believe that

- a. man was originally created in the image of God.
- b. Adam fell through the sin of disobedience, and therefore....
- c. all mankind needs redemption.

SALVATION

We believe that

- a. salvation is by grace, a free gift from God apart from any work of man.
- b. salvation requires repentance, a turning from one's own way to God's way.
- c. salvation is through person faith in the Lord, Jesus Christ.
- d. all who receive Jesus Christ are regenerated by the Holy Spirit, and become the children of God.
- e. True salvation will be manifested by a changed life.

FUTURE THINGS

We believe in

- a. the personal, visible, bodily return of Jesus Christ to the earth.
- b. the bodily resurrection of the just to an eternal abode in the presence of God.
- c. the bodily resurrection of the unjust to judgment and everlasting punishment.

STAFF APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Bethesda Christian Academy**, in its employment practices, does not discriminate against any person because of sex, race, color, national or ethnic origin, or handicap. I further understand that any offer of employment will be conditioned upon proof of my legal authority to work in the U.S.A., upon criminal and other background checks, and upon my passing a physical examination.

I hereby certify that the facts set forth in this initial application for employment are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or the omission of any significant fact which could bear on the hiring process may prevent my being hired, or, if I have been hired, could subject me to immediate dismissal.

I authorize **Bethesda Christian Academy** to make inquiries, or to cause inquiries to be made into my personal, criminal, credit, and work histories, and to verify all data given in my application for employment, related papers, and my oral interviews. I also authorize the release of any information requested on behalf of **Bethesda Christian Academy**, such as employment records, performance reviews, criminal and credit histories, and personal references. I release any person, organization, or company from liability or damage which may result from their having furnished the information requested. I further waive the right ever to view any references given to **Bethesda Christian Academy**.

I further certify that I have carefully read, and do understand, the above statement.

Signature of Applicant

Date

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position at **Bethesda Christian Academy**. I have therefore authorized **Bethesda Christian Academy** to make or cause to be made inquiries into my personal and work histories, and to verify all data given in my application for employment and related papers, and in my oral interviews.

I further authorize the release of any information requested on behalf of **Bethesda Baptist Academy**, (such as employment records, performance reviews, criminal and credit histories, and personal references), whether or not such information is favorable to me.

I further waive the right ever to view any references given to **Bethesda Christian Academy**.

I further certify that I have carefully read, and do understand, the above statement.

Signature of Applicant

Name of Applicant (Please Print)

Applicant's Social Security Number

Date