



## EMPLOYMENT APPLICATION

Thank you for your interest in Salem Christian Academy (SCA). You are invited to fill out this initial application and return it to the school office. Should a position become available, you may be contacted for a personal interview.

The key to a successful Christian School is its staff. Staff and faculty who are professionally qualified, love God, love children, and live their lives as Christian role models are critical to components to any Christian school.

Your interest and application are greatly appreciated. Thank you for seeking to be a part of the ministry here at SCA. May the Lord guide you as you seek to fulfill His perfect will for your life.

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

Full name: Mr. ( ) Mrs. ( ) Ms. ( ) Miss ( )

\_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present Address \_\_\_\_\_

\_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

### **B. POSITION DESIRED**

Position Desired: Teacher \_\_\_\_, Substitute Teacher \_\_\_\_, Office Staff \_\_\_\_, Support Staff \_\_\_\_, Other \_\_\_\_

Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice below. For middle school please indicate the grade or subject in order of preference.

Pre-School: Pre-K 3 year old \_\_\_\_\_, Pre-K 4 year old \_\_\_\_\_, Pre-K 5 year old \_\_\_\_\_

Elementary Grade: K \_\_\_\_\_, 1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_, 3<sup>rd</sup> \_\_\_\_\_, 4<sup>th</sup> \_\_\_\_\_, 5<sup>th</sup> \_\_\_\_\_

Middle School: 6<sup>th</sup> \_\_\_\_\_, 7<sup>th</sup> \_\_\_\_\_, 8<sup>th</sup> \_\_\_\_\_

Check the subjects you have training and/or experience teaching for middle school.

\_\_\_ 6<sup>th</sup> Grade Math \_\_\_ Pre-Algebra \_\_\_ Algebra I \_\_\_ English \_\_\_ Spanish \_\_\_ Science \_\_\_ Bible  
\_\_\_ History \_\_\_ PE \_\_\_ Health \_\_\_ Art \_\_\_ Computer \_\_\_ Other (\_\_\_\_\_)

**C. CHRISTIAN BACKGROUND**

*Personal Testimony*                      *On the form provided, please give your personal Christian testimony.*

**Bible**                      Do you believe the Bible to be the ONLY inspired and infallible Word of God, and our final authority in all matters of faith, truth, and conduct?

Yes \_\_\_\_\_ No \_\_\_\_\_

**SCA**                      Please carefully read the SCA Positional Foundation found on the SCA website (salemchristianacademy.com) and indicate below your degree of support.

**Positional Foundation**                      \_\_\_\_\_ I fully support the SCA Positional Foundation as written without mental reservations.

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

Signature: \_\_\_\_\_

**Church**                      What is your local church affiliation? \_\_\_\_\_

In what church activities are you involved and with?  
\_\_\_\_\_

**Devotional Life**                      Describe your personal Bible study and prayer life.  
\_\_\_\_\_  
\_\_\_\_\_

**D. APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that Salem 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 initial application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid and receive benefits only through the day of release.

I authorize Salem Christian Academy to thoroughly interview the references which I have provided, investigate my work records and evaluations, my educational preparation, and conduct a criminal records background check.

I understand and agree that any offer of employment that I may receive from SCA is conditioned upon the receipt of background information. SCA may refuse employment or terminate conditional employment if any background information is deemed unfavorable or might reflect adversely on SCA or on me as a Christian role model.

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

Printed Name of Applicant: \_\_\_\_\_

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

**E. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years.  
If necessary, you may make copies of this page or following the same format, use a separate page.

**Work Background** 1. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work Background** 2. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work Background** 3. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work Background** 4. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
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 already signed a contract for next year with any other institution?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted for any crime, including sex-related, or child abuse related offenses?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**F. PERSONAL REFERENCES**

Please list personal and professional references.

Give three references who are qualified to speak of your spiritual experience and Christian service.

	Name	Complete Address	Phone	Position
1.	_____	_____	_____	_____
	_____	_____	_____	_____
2.	_____	_____	_____	_____
	_____	_____	_____	_____
3.	_____	_____	_____	_____
	_____	_____	_____	_____

Give three references who 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.	_____	_____	_____	_____
	_____	_____	_____	_____

# AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have submitted an application for an employment position with Salem Christian Academy. I authorize Salem Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Salem Christian Academy such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

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

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

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Applicant's Printed Name

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Applicant's Signature

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Date

