

Employment Application

Johnson County Christian Academy

401 S. Walnut

Centerview, MO 64019

Phone: 660-656-3307

Last Name	First Name	MI	Social Security #:
Present Address	City	State	Zip
Phone #:			Cell Phone #:
Church now Attending:			Best time to call:

Personal

Position applying for:	Salary desired:
How were you referred to us?	Are you applying for: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Check here if you have the legal right to work in the United States: <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you younger than 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed here? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date available for work:
Have you been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain. (Note: a yes response does not automatically disqualify an applicant for employment.)	
After reviewing the functions of the job you are applying for, is there anything that would affect your ability to perform the duties of the job with or without reasonable accommodation? If yes, explain.	

Education

Please attach photocopies of all your college transcripts.

Should you be offered a position, official copies must be submitted for inclusion in your personnel file.

Name & Address of School	Course of Study	Circle last year completed	Did you graduate?	List Diploma or Degree
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical/Business		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other courses (include special training or post-graduate)				
Cumulative GPA -- BA/BS: Graduate Work: Total hours beyond BA/BS:				

Affiliations

Organizations in which you participate, or have participated, that you feel are relevant to your application. Consider school, business and professional, or community affiliations.	
School	Business, Professional or Community

Skills

Do you have experience with the following computer programs? <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> Outlook <input type="checkbox"/> PowerPoint
List other programs you know:

Teaching Credentials

Please attach photocopies of any certificates held.

Do you have an Association of Christian Schools International Teaching Certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what level?	Remains valid until?
Do you have a state teaching certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what state?	Remains valid until?
Endorsement(s): List semester hours in endorsement areas:		

References

List three references who are not relatives or employers:			
Name & Relationship	Title	Company Name	Telephone
Emergency Contact:			
Name:	Relationship:	Address:	Phone:

Additional Information

Please add any additional information you may think helpful for employment consideration.

Previous Experience

List name, address & phone number of employers, with most recent employer first	From – To:	Immediate Supervisor
Job Title:		
Employer Name:		Phone:
Address:		
Duties:		
Reason for leaving:		

List name, address & phone number of employers, with most recent employer first	From – To:	Immediate Supervisor
Job Title:		
Employer Name:		Phone:
Address:		
Duties:		
Reason for leaving:		

List name, address & phone number of employers, with most recent employer first	From – To:	Immediate Supervisor
Job Title:		
Employer Name:		Phone:
Address:		
Duties:		
Reason for leaving:		

Personal Testimony

On a separate sheet of paper, please submit in your own handwriting your personal testimony of faith in Jesus Christ and describe your involvement in your local church.

Signature

- I authorize Johnson County Christian Academy to seek and obtain information from my present and former employers, schools and personal references relating to my qualifications for employment.
- I agree that the first three months of my employment will be an evaluation period.
- All information provided in this application and any accompanying resume is true and complete. I agree that any false or misleading representation or material omission may disqualify me from consideration for employment and may result in discharge, regardless of when discovered.

Statement of Faith

1. We believe in one God, existing eternally in three persons: Father, Son, and Holy Spirit. He is the Creator, Governor, and Sovereign Lord of the Universe.
2. We believe in the scriptures of the Old and the New Testaments to be the only inspired, inerrant, infallible, authoritative Word of God.
3. We believe in the Deity of Christ, including His virgin birth, sinless life, atonement on the cross, resurrection, and return.
4. We believe that God created humans in His own image, for His glory; in their original state, humans had fellowship with God; humans chose to disobey God, breaking fellowship; this resulted in sin and death entering the human race.
5. We believe that all people have sinned, and salvation is based on acceptance of Jesus as Lord and Savior; an individual is redeemed by God's grace through faith, not by works or service.
6. We believe Christ has established the church and is its head; individuals are to be related to a local church for Christian worship, instruction, fellowship, and service.

We believe these six principles are indispensable to the Christian faith. Matters of doctrinal difference or personal interpretation are left to the parents and churches.

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

Yes No

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

I support the Statement of Faith except for the area(s) listed and explained on separate paper.

The exceptions represent either disagreement(s) or items for which I have not yet formed an opinion or conviction.

Signature _____

For Office Use Only

Hired? <input type="checkbox"/> Yes <input type="checkbox"/> No Status:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Position/Title	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Starting Date:	Starting Salary:
Additional Comments:	
Administrator's Signature:	Date: