



**MCMINNVILLE**  
CHRISTIAN ACADEMY

**APPLICATION FOR EMPLOYMENT**



# EMPLOYMENT APPLICATION

## I. Application Information

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

Position desired: Teacher  Assistant  Substitute  Office  Administration  Before/After School Care

Available for: (Check all that apply) Full time \_\_\_\_\_ Part time \_\_\_\_\_

## II. Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_(\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Soc. Sec. # \_\_\_\_-\_\_\_\_-\_\_\_\_

Email: \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Engaged \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_

Divorced \_\_\_\_\_ Remarried \_\_\_\_\_ Widow(er) \_\_\_\_\_

Have you ever been arrested or convicted for any criminal act? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, explain: \_\_\_\_\_

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## III. Christian Background

Are you a born-again Christian? Yes No (circle one)

Give your personal testimony. Please include how and when you came to know the Lord as your personal Savior, your growth since accepting Him and your daily relationship with Him. (Type or print and attached to this form.)

The Christian servant is most effective when he/she models the Christian life. Please share what this means to you in your personal habits, values, recreation and all-encompassing lifestyle. (Type or print and attached to this form.)

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

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

What is your belief concerning the person and the work of the Lord Jesus Christ? \_\_\_\_\_

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What is your belief concerning the person and the work of the Holy Spirit? \_\_\_\_\_

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Church Denominational preference \_\_\_\_\_

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

Years at Church \_\_\_\_\_

What importance do you attach to the local church? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Service

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

\_\_\_\_\_

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

\_\_\_\_\_

What is your attitude toward alcoholic beverages, smoking, recreation, and entertainment? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If a particular activity or practice was "questionable," in terms of your testimony as a leader in a ministry of this church, would you be willing to set this activity or practice aside for the time of your ministry here?

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

Describe your routine of personal Bible study and prayer. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ by \_\_\_\_\_

#### IV. Professional Qualifications

What formal degrees do you hold?

Area of Study

Degree

Institution and Year

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Major(s) \_\_\_\_\_ GPA(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_ GPA(s) \_\_\_\_\_

Cumulative grade point average BA \_\_\_\_\_ Graduate Work \_\_\_\_\_

Total quarter units after date of Bachelor's degree (1 quarter unit x .65+ semester unit) \_\_\_\_\_

Please attach photocopies of all of your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.

Teaching Experience- Sequentially list your teaching experience with most recent first.

School	Grades or Subject	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of years of teaching experience: Public \_\_\_\_\_ Christian \_\_\_\_\_

Reason for leaving your most recent position? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List other work or military experiences.

Employer	Type of Work/Exp.	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have an A.C.S.I. teaching certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have a state teaching certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

In what state: \_\_\_\_\_ What kind? \_\_\_\_\_

Valid for \_\_\_\_\_ years.

Endorsement(s) (List quarter hours in endorsement area) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*Please attach photocopies of any certificate held.

List any other educational advantages you have had including opportunities for travel. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your philosophy of Christian Education? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**V. Personal Philosophy** (On a separate sheet of paper, please answer the following)

- A. Why do you wish to have a part in Christian Education?
- B. Please state your opinion of distinctive characteristics of the Christian School?
- C. What is your view of authority and obedience as a teacher in a Christian School?
- D. If you have children, do you plan to send them to Christian School?
- E. What is your philosophy of discipline? Attitude toward physical punishment?
- F. What do you believe about the origin of the earth and mankind?
- G. Please write a brief resume of your life, especially describing your personal relationship to Jesus Christ and His leading in your life.

**VI. Personal References**

Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first. (Do not list family members or relatives for references)

- 1. Pastor's Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Years Known \_\_\_\_\_
- 2. Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Years Known \_\_\_\_\_
- 3. Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Give three references that are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

- 1. Principal's/Supervisor's Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Years Known \_\_\_\_\_
- 2. Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Years Known \_\_\_\_\_
- 3. Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Years Known \_\_\_\_\_

**VIII. Certification**

I agree that the information provided in this application is correct. I understand that falsification of information may result in my dismissal from McMinnville Christian Academy. I also understand that McMinnville Christian Academy is a religious organization which is seeking to bring children to Christ from a Protestant perspective. I also agree to support all of McMinnville Christian Academy's policies and procedures, and follow the decisions of the Administrator and school board.

**Applicant's Agreement**

I understand that McMinnville Christian Academy is an equal opportunity employer and as such does not discriminate in its employment practices against any person because of race, color, gender, and national or ethnic origin.

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 significant omission of fact may prevent my being hired or, if hired, may subject me to immediate dismissal.

I authorize McMinnville Christian Academy to inquire about my work and personal history and verify all data given in my application for employment, related papers, or oral interviews. I authorize the giving and receiving of any information requested by McMinnville Christian Academy, and I release from liability any persons, organization, or company giving or receiving such information.

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

**Authorization to Release Reference Information**

I have applied for a position with McMinnville Christian Academy. I have authorized the school to investigate references, work records, evaluation, education and 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.

In addition, I hereby release McMinnville Christian Academy, 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 certify that I have carefully read and do understand the above statements.

Applicant's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

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

## EMPLOYEES STATEMENT OF FAITH

- **The Word of God-** I believe the Scriptures of the Old and New Testaments are the inspired Word of God, inerrant in the original writings, complete as the revelation of God's will for salvation, and the supreme and final authority in all matters to which they speak.
- **The Trinity-** I believe in one God, creator and sustainer of all things, eternally existing in three persons, Father, Son and Holy Spirit; that these are equal in every divine perfection and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.
- **God, The Father-** I believe in God the Father, an infinite, personal Spirit, perfect in Holiness, wisdom, power, and love. I believe He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.
- **Jesus Christ-** I believe that Jesus Christ is God's eternal Son, and has precisely the same nature, attributes, and perfections as God the Father and God the Holy Spirit. I believe further that He is not only true God, but true man, conceived by the Holy Spirit and born of the virgin Mary. I also believe in His sinless life, His substitutionary atonement, His bodily resurrection from the dead, His ascension into heaven, His priestly intercession on behalf of His people, and His personal, visible return from heaven.
- **Holy Spirit-** I believe the Holy Spirit is the third Person of the Triune God. He inspired holy men to write the Scriptures. Through illumination He enables people to understand truth. He exalts Christ. He convicts of sin, righteousness, and of judgment. He calls a person to the Savior and effects their regeneration. He cultivates Christian character, comforts believers, and bestows spiritual gifts by which believers serve God. He enlightens and empowers the believer in worship, evangelism, and service.
- **Man-** I believe God created man, male and female, in the image of God and free from sin. I further believe man is a sinner by nature and choice, and is therefore spiritually dead. I also believe that those who repent of sin and trust Jesus Christ as Savior are regenerated by the Holy Spirit.
- **Salvation-** I believe in salvation by grace through faith in Jesus Christ. I further believe that this salvation is based upon the sovereign grace of God, and was purchased by Christ on the cross, and is received by man through faith, apart from any human merit, works, or ritual. I further believe salvation results in righteous living, good works, and proper social concern. I have received Jesus Christ as my personal Savior.
- **The Church-** I believe that the church is the spiritual body of which Christ is the head. I believe that the true Church is composed of all persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit. I believe that this body expresses itself in local assemblies who have associated themselves for worship, for instruction, for evangelism, and for service. I also believe in the interdependence of local churches and the mutual submission of believers to each other in love.
- **Separation of Church and State-** I believe that each local church is self-governing in function, and must be free from interference by any ecclesiastical or political authority. I further believe that every human being is directly responsible to God in matters of faith and life, and that each should be free to worship God according to the dictates of his conscience.
- **Christian Conduct-** I believe that the supreme task for every believer is to glorify God in his life; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself the full stature of maturity in Christ.
- **Last Things-** I believe in the bodily resurrection of the saved and lost, the eternal existence of all men either in heaven or hell, in divine judgments, rewards, and punishments.

I understand that by signing below that I am committed to regularly attending and being involved in my local church.

Signature \_\_\_\_\_

Date \_\_\_\_\_