

Freedom Christian Academy

480.987.5488

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www.freedomca.org

Application for Employment

Name

First
Middle
Last

Address

Phone DOB SSN

Spouse's Name Spouse's Work Number

Address

Emergency Contact: Phone

Position you are applying for: Hours you are available for work:

Number of school age children you have: Grades you prefer to work with:

Do you have a provision for when your children become ill?

Average number of days missed in a year's employment Please explain:

List ALL Education, Beginning with High School:

Name of School-----	Address City State-----	Year Graduated	Degree/ Certification	Major Area of Study

If you are currently in a Master's Program, what program of study are you in?

IF APPLYING FOR A TEACHING POSITION, PLEASE PROVIDE AN ORIGINAL COLLEGE/UNIVERSITY TRANSCRIPTS AND TEACHING CERTIFICATE IF YOU HAVE ONE.

List ALL experience working with children OR Include **Resume**:

Date	Business or Organization	Address, City and State	Supervisor	Duties

List Employment other than working with children in the past five years:

Date	Business or Organization	Address, City and State	Supervisor	Duties

List 3 personal references (include the name of a pastor or a Christian leader) and 3 past employer references:

Name and Mailing Address	Phone Number(s)	Relationship

List Organizations, Clubs you are or have been associated with: _____

List Distinctions and Honors you have received: _____

What is your Church affiliation? _____

How long have you been affiliated? _____ How often do you attend? _____

Please briefly state your own Christian Testimony:

List any experience you have had in Christian work.

Why are you applying at Freedom Christian Academy?

Be prepared to discuss your discipline procedures and classroom management program at time of interview as well as curriculum experience in all subjects.

Do you have any musical or artistic ability? If yes, please explain:

What are your hobbies and interests:

Do you speak a language other than English? If yes, which languages and how well?

How extensive is your computer knowledge?

Do you have a physical disability or physical limitation of any kind? If yes, please explain?

I hereby certify that all information submitted is true and complete to the best of my knowledge.

Signature

Date

Conviction Report

Because of the tremendous responsibility Freedom Christian Academy has to its school children and community, the following information is needed from all applicants and employees regarding convictions. A record on conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration from employment or may be cause for dismissal if employed and may result in prosecution for filing false information with an employer. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form. **Please attach written explanation if applicable.**

1. _____
Last First Middle
2. _____ 3. _____
Former names Social Security Number

- 4. Have you ever been convicted of an offense other than a minor traffic violation? Yes No
- 5. Have you ever been convicted of a sex or drug related offense? Yes No
- 6. Have you ever been convicted of a DUI? Yes No
- 7. Have you ever been convicted of a felony? Yes No
- 8. Have you ever been convicted of a dangerous crime against children? Yes No
- 9. Have you been arrested for a crime that has not yet been resolved? Yes No

I certify that all statements made in this application are true and I agree and understand that any deliberate misstatement or omission of material facts will cause forfeiture on my part of all eligibility to any employment or dismissal of employment from Freedom Christian Academy. I authorize Freedom Christian Academy to independently verify all information I have given on this application, to include verification of educational background and employment records. I understand that FCA may conduct a comprehensive background check on me. For the period this background check is being conducted, I will be considered a conditional employee. I understand that if I refuse to cooperate, refuse to be fingerprinted, am found to have falsified or omitted information on this form, or any document during the application process, or am discovered during the background process to be unfit to work with children or not of the quality FCA desires to employ, I may not continue as an employee (candidate) of FCA.

Employee Signature Date

Freedom Christian Academy Employee Ministry Commitments

We believe FCA is a ministry for children and parents. We believe it is God's will and purpose that we teach the next generation the good things of the Lord. We believe as a part of FCA you are committing to serve and give of your talents as unto the Lord. "So then, men ought to regard us as servants of Christ, and as those entrusted with the secret things of God." I Corinthians 4:1 ". . . Serve on another in love." Galatians 5:13.

As teachers and fellow-workers you are a part of this ministry which carries the responsibility and commitment to show forth His love, kindness, mercy and forgiveness. You are the daily examples for our children to know and understand the expression of our Lord Jesus' Love and nature. Your Godly character is to be expressed in the school and community. Ungodly characteristics or conduct, in or outside of FCA would be cause for review of your employment status and possible termination.

Therefore since we understand we are accountable to not only the parents who have entrusted us with their children but also our Lord, we do not take lightly our responsibility to each other. We expect and believe in the following commitments one to another:

- ❖ We commit to pray for you and your family.
- ❖ We will "make every effort to keep the unity of the Spirit through the bond of peace." (Ephesians 4:3)
- ❖ We will in humility, honor and respect one another.
- ❖ You will be committed to a church body of believers and attend their services regularly.
- ❖ You will grow and mature in God's wisdom expressing to the students: The Fear of the Lord is the beginning of all knowledge. (Proverbs 1:7)
- ❖ You will be a part of FCA's Bible/Prayer times with our Pastor(s) and staff.

Since God has placed in your heart the desire to teach children in a Godly environment, we believe He equips you with the wisdom and abilities to serve every child academically and spiritually, as you seek Him and ask for His guidance. We believe our bond as laborers together is an extension of the family of God, extended to all those who know Him now and all of those who are to come to know Him.

Freedom Christian Academy _____ Date _____

Fellow-Worker _____ Date _____

Freedom Christian Academy Employee Contracts

1. Employees will sign a contract for the length of their employment, which will be renewed yearly by the approval of the church board.
2. Full-Time employees must remain at school from 7:30am to 3:30pm Monday through Friday.
3. Part-Time employees will be given a schedule at time of signing contract.
4. Employees will be given a tuition discount at a rate of 25% for first child enrollment and further discounts as stated in tuition policies.
5. Teacher salaries are negotiable based on experience or education and at the discretion of the church board.
6. Hourly Rate for classified employees, preschool teachers, educational and duty aides and office staff, will range between \$8.00 to \$11.00 based on experience and responsibilities.
7. Benefits are not included at this time, but possible options may be available in the future.
8. Teachers will be required to check out before leaving campus at the end of the school year. Check out procedures must be completed and signed by administration before receiving your paycheck and leaving campus. If you do not complete check out procedures by the end of the school year, you must return to campus to complete requirements.
9. Teachers/Aides will be required to complete professional trainings and work days, which may require additional hours to your normal school day.
10. Teachers will be required to participate in fund raisers to support FCA and demonstrate school spirit.
11. Employees will be allowed 3 paid personal days throughout the year; daily deductions at a rate equivalent to your salary/hourly daily rate will be deducted from paycheck after 3 days have accrued.
12. Employees are asked to take family vacations/travel during regular holidays given throughout the year.
13. Teachers agree to teach such grade, grades, or subjects and to perform such other duties as may be assigned by the administration.

Whatever we do in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:17

Signature _____ Date _____