

Faith Community Academy

2551 W. Orange Grove Road

Tucson, AZ 85741

520-742-4189 www.fcatuson.org fca@fcatuson.org

Initial Application for Employment

A. APPLICANT'S NAME AND ADDRESS

Full Name: _____ Application Date: _____

Date Available: _____ Email address: _____

Present Address: _____

City/State/Zip _____

Phone: _____ Best time to call: _____

B. POSITION DESIRED

What position are you applying for? _____ Full time: ____ Part time: ____

How did you learn about the position for which you are applying? _____

List areas in which you have special training and interest:

List office and computer experience including internet and types of software:

What would you like to be doing five years from now?

Safety and Certifications:

Do you have a current certification in first aid? _____ Expiration date: _____

Do you have a current certification in CPR? _____ Expiration date: _____

If not, are you willing to be certified before beginning a position with FCA? Yes _____ No _____

If no, please give reason _____

C. CHRISTIAN BACKGROUND

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

Yes _____ No _____ Signature: _____

Please carefully read our Statement of Faith (attached) and indicate below your degree of support.

_____ I fully support the statement as written without reservations.

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

Are you a tithing member of a Christian/evangelical church? Yes _____ No _____

Name of Church: _____ Pastor: _____

How long have you been a member? _____ How often do you attend? _____

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

What other Christian service have you been involved with since becoming a Christian? _____

What is your attitude toward working with those of other races and those of other denominational beliefs?

To what extent do you believe you should become involved in Sunday and other weekday ministries of the church?

Describe your routine of personal Bible study and prayer.

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

D. PROFESSIONAL QUALIFICATIONS

If not already submitted with your resume, please attach photocopies of all your college transcripts and certifications.

Degree _____ Date Received _____ Issuing Institution _____

Major(s) _____

Minor(s) _____

List your work experience which pertains to the position for which you are applying. Begin with the most recent first.

Employer's Name _____ Position Held _____ Dates _____

List any other educational advantages that you have had including opportunities for travel:

List any books or articles that you have read recently that have helped you to grow professionally:

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

If not, would you be willing to take such a course by correspondence or otherwise? _____

Have you had other courses giving specific training for Christian schools or Christian education? _____

Describe how an employee evaluation has been helpful to you in the past: _____

E. EMPLOYMENT HISTORY

Work Background – please complete this section regardless if you already included a resume. Please start with your current or most recent employer and work backwards for the past 10 years. If necessary, you can make copies of this page if you need additional spaces.

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? _____

1. Employer _____ City and State: _____

Position: _____ Employment dates: _____

Supervisor’s Name and Phone Number or email address: _____

May we contact the person listed above? _____ What did you gain from this experience? _____

Reason for leaving? _____

2. Employer _____ City and State: _____

Position: _____ Employment dates: _____

Supervisor’s Name and Phone Number or email address: _____

May we contact the person listed above? _____ What did you gain from this experience? _____

Reason for leaving? _____

3. Employer _____ City and State: _____

Position: _____ Employment dates: _____

Supervisor’s Name and Phone Number or email address: _____

May we contact the person listed above? _____ What did you gain from this experience? _____

Reason for leaving? _____

4. Employer _____ City and State: _____

Position: _____ Employment dates: _____

Supervisor’s Name and Phone Number or email address: _____

May we contact the person listed above? _____ What did you gain from this experience? _____

Reason for leaving? _____

F. REFERENCES

You will need to sign the Reference Release Form that is attached and return it with this application. Do not list family members or relatives for references.

PERSONAL

Give at least two references who are qualified to speak of your spiritual experience and Christian service.

Name: _____ phone: _____

Relationship: _____ email address: _____

Name: _____ phone: _____

Relationship: _____ email address: _____

Name: _____ phone: _____

Relationship: _____ email address: _____

BUSINESS/Professional

Give at least two references who are qualified to speak of your professional training and experience. List your current of most recent supervisor first.

Name: _____ phone: _____

Company/Organization: _____

Email address: _____

Name: _____ phone: _____

Company/Organization: _____

Email address: _____

Name: _____ phone: _____

Company/Organization: _____

Email address: _____

G. PERSONAL PHILOSOPHY

On a separate paper, please label and succinctly answer in one or two paragraphs each of the questions below.

Short Essays:

- A. Why do you wish to work in a Christian School?
- B. What are the main characteristics that distinguish a Christian School from a public school? (Include any application to the job for which you are applying.)
- C. Describe your work ethic.
- D. Discuss the benefits of team building in, and outside of, the work place.
- E. What areas do you feel are your strengths? Weaknesses?
- F. Please summarize any additional information that you would like to present regarding your candidacy for this position.

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Faith Community Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize Faith Community Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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 the school, 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 waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

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

Signature of Applicant

Date

DECLARATION OF MORAL INTEGRITY

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I (print name) _____ recognize, understand, and agree to live by the Christian moral standards of the school.

In accordance with 1 Timothy 3:7 I declare I have a good reputation both inside and outside the church, so that I may not fall into reproach and the snare of the devil.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct (as exemplified in 1 Corinthians 6:6-18) includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian School.

Applicant's signature _____ Date _____

Administrator's signature **after** discussion with applicant/volunteer _____ Date _____

"Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous." Hebrews 13:4 ESV

"A disciple is not above his teacher, but everyone when he is fully trained will be like his teacher." Luke 6:40 ESV

Faith Community Church

Statement of Faith

We believe in one God who is made up of three co-equal, co-eternal persons, namely, the Father, the Son, and the Holy Spirit.

We believe that God created man in His own image, and has called him to manifest and reflect holiness through obedience to His commandments. Because man has failed in this responsibility, and refused to honor God as God, man has fallen into a state of moral corruption, and has become alienated from his creator.

But God, being rich in mercy, because of His great love, has initiated a plan of redemption and reconciliation for mankind. The pinnacle of which is found in the life, death, and resurrection of Jesus of Nazareth, the incarnation of God. He was conceived by the Holy Spirit, and born of the Virgin Mary, being at the same time fully God and fully man. He lived a sinless life, was crucified, died, and was buried. On the third day after His death, He rose again, and ascended into heaven, and now sits at the right hand of God the Father Almighty, and He will come again to judge the living and the dead.

We believe, Jesus Christ, through His substitutionary, atoning death and bodily resurrection, has provided the basis of our justification, which, by God's grace we receive by faith alone. God initiates this reconciliation through the regeneration of our hearts, which is witnessed by our repentance and confession of faith in the Lord Jesus Christ. Our great hope is the redemption of our bodies through resurrection to eternal life, which will complete our adoptions as sons.

As the supernatural and sovereign Agent in regeneration, the Holy Spirit baptizes all believers into the Body of Christ at the moment of salvation. He dwells in the hearts of every believer, effecting their regeneration, operating in their sanctification, instructing them into all truth, and sealing them until the day of redemption. In addition to this, the supernatural gifts of the Holy Spirit are for the church today, including the gift of speaking in other tongues.

We believe that the Bible, in its entirety, is divine revelation, and we submit to the authority of Holy Scripture, acknowledging it to be inerrantly inspired by God and carrying the full weight of His authority, and therefore it alone is the standard for faith and practice.