FAMILIES OF FAITH CHRISTIAN ACADEMY

EMPLOYMENT APPLICATION

Name: _____ Date: _____

www.fofca.com

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Families of Faith Christian Academy is a ministry of Families of Faith Church.

OUR MISSION

As a Christian school, we strive to work with families in educating children to God's glory by aiming for excellence in character and academics.

OUR VISION

We want to develop within each student a healthy, honest self-image that ultimately recognizes their identity in Christ by providing learning experiences which maximize their spiritual, intellectual, social, physical, and emotional potential.

With Scripture as the standard, we aim to instill in students a respect for God, themselves, and others that equips them to make wise decisions from a high moral and ethical viewpoint, to encourage the spiritual disciplines (such as prayer, personal Bible study, and church attendance) that produce a joyful, victorious Christian life, and to foster an attitude of personal responsibility.

We want our students to graduate and follow Christ, embrace Biblical truth, and live for God's glory in whatever vocation they choose.



CHECKLIST FOR A COMPLETED APPLICATION

- ☐ Completed Employment Application
- ☐ Copies of Transcripts and Certifications, if applicable
- ☐ Consent for background check
- ☐ Lifestyle Agreement
- ☐ Personal Reference
- ☐ Professional Reference
- ☐ Ministerial Reference

Once you have completed the checklist, you may return the documents by mail, in person at the office, or by email to office@fofca.com.

STATEMENT OF NON-DISCRIMINATION

Families of Faith Christian Academy employs staff and admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities made available at FOFCA. We do not discriminate based on sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, and scholarship awards, athletic and other school-administered programs. We do, however, reserve the right to deny employment or admission to any individual who cannot benefit from employment or enrollment based on past academic achievement, disqualifying disability, or whose personal lifestyle is not in harmony with the stated philosophy and purpose of Families of Faith Christian Academy.

STATEMENT OF FAITH

God: There is but one God, the Creator, Preserver and Ruler of all things, having in and of Himself all perfections, and being infinite in them all; and to Him all creation owes the highest love, reverence and obedience.

The Trinity: God is revealed to us as Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature or essence of being. Jesus Christ, the only begotten Son of God, is the divinely-appointed mediator between God the Father and man. He took on human flesh, perfectly fulfilled the law, suffered, died upon the cross, was buried, and victoriously rose three days later. He ascended to His Father, at whose right hand He ever lives to intercede for His people. The Holy Spirit, sent from the Father by Christ, as the personal and powerful presence of God in the world; whose purpose is to convict the world of sin, of righteousness, and of judgment. By means of spiritual gifts, the Spirit instructs and empowers believers to testify of Jesus Christ and to carry out the work of Christ in the world.

Scripture: The Holy Bible is the written record of God's revelation of Himself to man. It has God for its author, salvation for its end, and truth without any mixture of error for its matter–it is inspired, inerrant, and infallible. It reveals the principles by which God judges us; and therefore is, and will remain to the end of the world, the center of Christian unity, and the standard by which all human conduct, creeds, and religious opinions will be tried.

Man: Man was created in the image of God, and free from sin, but because Adam disobeyed the command of God, physical death and spiritual death (eternal separation from God in hell) were incurred for him and his posterity. Since Adam, all human beings are born with a sinful nature, wholly opposed to God and His Law and are under condemnation.

Marriage, Gender, & Sexuality: Each person created in God's image is born biologically male or female--two distinct and complementary sexes together reflecting His glory and goodness. Both males and females are completely equal in dignity, value, and worth, yet differ in role, and we seek God's wisdom in fulfilling these unique roles. The term "marriage" has only one meaning: the union of a biological man to a biological woman as imagery of Christ's love for His bride, the Church.

Salvation: Salvation comes by believing what Scripture reveals regarding Christ and his substitutionary work. By the work of the Holy Spirit, a person is regenerated (made aware of their need for Christ) and responds by faith and repentance, at which point Christ's righteousness is imputed for their justification. Solely on the basis of Christ's merit, the person is adopted into the family of God. Those who come to genuine faith in Christ are sealed by the Holy Spirit and continue to follow Christ for the rest of their life by the continual, sanctifying work of the Spirit.

The Church: Jesus is the head and founder of the church. By His command, believers are to unite themselves to a local body of other believers on the Lord's Day to worship, to hear the Scriptures taught, and to partake in the ordinances: baptism and the Lord's Supper. Baptism is a one-time, public, immersive washing with water as a symbol of the death, burial, and resurrection of Christ. The Lord's Supper is a symbolic act taken only by believers. Whenever it is eaten, it is to remember Christ's sacrificial death and imminent return. The bread represents Christ's broken body, and the cup represents His blood poured out.

The End: God has appointed a day in which everyone will be judged according to their relationship with Jesus Christ: those who never trusted Christ for salvation will remain in their condemnation and receive everlasting punishment, but those who trust in Christ's atoning work will receive everlasting life and a glorified body.

Christian life: We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. What God, through Scripture, affords as Christian liberties, we uphold. What Scripture condemns, we condemn. On matters of Christian liberty, we believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture. God alone is Lord of the conscience.

Belief and Conduct: This Statement of Faith and following lifestyle agreement does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Families of Faith, faith, doctrine, practice, policy, and discipline, the Board of Elders at Families of Faith Church will be the final interpretive authority on the Scripture's meaning and proper application.

EMPLOYMENT APPLICATION

I am applying for the position of:

☐ Teacher ☐ Volunteer ☐ Substitute ☐ Coach ☐ Other:

☐ Pre-K 3-4 ☐ Elementary K-5 ☐ Middle School 6-8 ☐ High School 9-12

I. APPLICANT INFORMATION

Name _____ Date _____

Date of birth: _____ Gender: ◯ Male ◯ Female Social Security _____

Address _____

Email _____ Phone _____

Position for which you are applying _____ Available Start Date _____

Are you legally eligible for employment in the United States? ◯ Yes ◯ No

How did you learn of our school? _____

If hired, will you be able to perform the essential functions of the position for which you are applying, with or without a reasonable accommodation(s)? ◯ Yes ◯ No

II. CHRISTIAN BACKGROUND & LIFESTYLE

Statement of faith: Are you able to affirm our statement of faith as written? ◯ Yes ◯ No
If no, please explain, with Scriptural support, where you dissent.

_____

_____

_____

Church attendance: Do you attend services weekly at a Gospel-proclaiming, Bible-believing church? If so, where? _____ If not, why? _____

STATEMENT OF SALVATION

Please use this page to write your personal testimony of how you came to a saving faith in Jesus Christ.

Families of Faith Christian Academy expects all of our employees to model the same Christian values and lifestyle that we seek to instill in our students. If I am a volunteer or employee of Families of Faith Christian Academy, I recognize, understand, and agree to live by the Christian moral standards that the school has set based upon the commands of Scripture.

Families of Faith Christian Academy is a religious, non-profit organization representing Jesus Christ throughout the local community, and as such, requires volunteers and employees to be born-again Christians, living lives as Christian role models (Rom. 10:9-10, 1 Tim. 4:12, Luke 6:40) seeking to honor Christ above all else. Volunteers and employees will conduct themselves in a way that will not raise questions regarding their Christian testimony.

A Christian lifestyle should reflect the Biblical perspective of integrity, appropriate personal and family relationships, regular church attendance, business conduct, and moral behavior. Volunteers and employees are expected to demonstrate a teachable spirit, an ability to love others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with administration or coworkers.

What Scripture prohibits, FOFCA prohibits. What Scripture gives Christians as their liberties, FOFCA upholds.

Sexual Conduct: I agree that the Scripture dictates standards of sexual behavior. I promise that I will not, during my term of employment, engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, and extramarital sex), homosexual activity, sexual harassment, use or viewing of pornographic material and/or websites, or sexual abuse towards minors as defined by federal or state law and Scripture.

General Lifestyle: I agree to manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model both in and out of school to students, and as an example to parents and fellow faculty members in judgment, respect, and Christian living.

Name: _____ Date: _____

Signature: _____

III. PROFESSIONAL QUALIFICATIONS

If hired for a teaching position, official copies of your transcripts may be requested for inclusion in your personnel file.

College/University Name	Location	Major/Minor	Degree	Certifications

List any professional accreditations, designations, certifications, licenses that may be applicable or relevant to the position for which you are applying. Include grade level and subject for certifications.

Teaching Experience: School Name	Grades or Subjects	Dates

Do you hold an ACSI teacher's certificate? ◯ Yes ◯ No

VI. QUESTIONS FOR APPLICATIONS APPLYING FOR POSITION(S) TO WORK WITH STUDENTS

1. Why do you want to work at Families of Faith Christian Academy?

2. Do you have a preference concerning the age group of students with whom you would like to work? If so, what is the basis for this preference?

3. List any talents, vocations, preparation, training, reading, conferences, languages, technology, or other experiences that have equipped you to work with students.

4. What is your philosophy of Christian education and the role of an educator?

6. What is your philosophy concerning re-direction or discipline of students?

7. When you are unhappy, angry, or emotional about a person or circumstance, what do you do?

VI. PROFESSIONAL DEVELOPMENT

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

List any books or articles that you have read that have helped you grow professionally.

List any conferences, seminars, and/or public speaking events which you have led.

V. PREVIOUS EMPLOYMENT/VOLUNTEER EXPERIENCE

Please complete this section for each of your employers and/or volunteer experiences, beginning with your current employer and working backwards. Include part-time and seasonal employment. If self-employed, give company name and supply a business reference.

EMPLOYER	☐ **Full-Time** ☐ **Part-Time**
ADDRESS	**DATES OF EMPLOYMENT** **From:** **To:**
PHONE	**NAME OF SUPERVISOR**
RESPONSIBILITIES	**POSITION**
REASON FOR LEAVING	

EMPLOYER	☐ **Full-Time** ☐ **Part-Time**
ADDRESS	**DATES OF EMPLOYMENT** **From:** **To:**
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RESPONSIBILITIES	**POSITION**
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EMPLOYER	☐ **Full-Time** ☐ **Part-Time**
ADDRESS	**DATES OF EMPLOYMENT** **From:** **To:**
PHONE	**NAME OF SUPERVISOR**
RESPONSIBILITIES	**POSITION**
REASON FOR LEAVING	

Have you already signed a contract for next year with any other educational institution? ◯ Yes ◯ No

Please explain why you are seeking to leave your current employer or why you left your former employer.

May we contact your prior employers? ◯ Yes ◯ No If no, which employer(s) may we not contact and why?

Do you have commitments to other employers which may affect your employment? ◯ Yes ◯ No If yes, explain.

Please explain fully any gaps in your employment history. Be sure to account for all periods of time, including any periods of unemployment.

List any other names which you may have used, and which will be necessary to verify prior employment.

VII. PERSONAL REFERENCES

Identify one individual in each of the following categories whom we may contact for their recommendation.

PASTORAL/MINISTRY REFERENCE

NAME: **EMAIL:**

PHONE:

PROFESSIONAL REFERENCE

NAME: **EMAIL:**

PHONE:

PERSONAL REFERENCE

NAME: **EMAIL:**

PHONE:

VIII. CONFIDENTIAL INFORMATION

The following questions are designed to help us promote a safe, secure, loving enviroment for our students. This information will be kept confidential, viewed only by the administration. If you would like to discuss any of these matters further with administration, please indicate that below. Answering "yes" to any of these questions will not necessarily disqualify you from employment.

Have you ever been a victim of abuse? (Many people have experienced abuse at the hands of others. Most victims of abuse abhor such behavior and are especially alert and sensitive to the need to provide a safe environment for children. At the same time, residual effects may remain in some people's lives, including a hesitancy to report suspected child abuse, which is why we ask this question.)

◯ Yes ◯ No ◯ I would like to discuss this.

Comments:

Have you ever been accused of, participated in, pled guilty to, or been convicted of child abuse, child neglect, or any other crime against a minor?

◯ Yes ◯ No ◯ I would like to discuss this.

Comments:

Have you ever been accused of, participated in, pled guilty to a crime (other than minor traffic violations)?

◯ Yes ◯ No ◯ I would like to discuss this.

Comments:

Have you deliberately and repeatedly viewed pornography in the past three years? *(This includes reading, watching, listening to, or in any other way using pornographic material, including books, magazines, television shows, movies, the Internet, or social media.)*

◯ Yes ◯ No ◯ I would like to discuss this.

Comments:

Do you have any ongoing sin struggles that you think would keep you from educating or ministering to families?

◯ Yes ◯ No ◯ I would like to discuss this.

Comments:



APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Families of Faith Christian Academy (FOFCA) is committed to providing equal opportunity in all employment practices, including but not limited to selection, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give FOFCA or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing same to FOFCA. I also authorize FOFCA to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I also understand and authorize FOFCA to conduct any legal background check on me, including assessing any information I have posted in the public domain on the Internet, and to use such information during the application process and/or during my employment, if any, with FOFCA. I release FOFCA and its designees from any and all liability and damages which may result or arise from the provision of any information received during the background check.

I understand that FOFCA reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to FOFCA or its designee. I release FOFCA and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other FOFCA documents are not promises of employment. If I am hired under a contract, the contract will control the terms of my employment.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in FOFCA's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

Name: _____ Date: _____

Signature: _____

For Office Use Only

I have reviewed this application and have noted any missing information.

Signature _____ Date _____