



# Salina Christian Academy

1009 Highland Ave., Salina, KS 67401

Phone: 785-452-9929

www.salinachristianacademy.org

*"Putting Christ at the Heart of Education"*

## **EMPLOYMENT APPLICATION**

We are excited that you are interested in **Salina Christian Academy**. Please fill out this application and return it to our school office. If an opening occurs for which it appears you may qualify, we will contact you to make sure you are still interested. We will then contact your references and if we have a continued interest in your candidacy, we will contact you to arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40

We look forward to receiving this application. Thank you for your interest in the ministry of SCA.

### **A. APPLICANT'S NAME AND ADDRESS**

Application Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

Mr. Ms. Mrs. (please circle one)

Full Name: \_\_\_\_\_

Present Address: \_\_\_\_\_ How long? \_\_\_\_\_

Phone#: Days \_\_\_\_\_ Evenings \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Preferred to be contacted by: Day phone# ( ) Evening phone# ( ) Cell# ( ) E-mail ( )

Permanent Address, if different than present address

\_\_\_\_\_

**B. POSITION DESIRED**

Area of interest:

- ( ) Maintenance
- ( ) Office
- ( ) Bookkeeping
- ( ) Janitorial
- ( ) Other \_\_\_\_\_

Full Time \_\_\_\_ Part Time \_\_\_\_ Substitute \_\_\_\_\_

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

**C. CHRISTIAN BACKGROUND**

Bible 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: \_\_\_\_\_

Do you believe in the literal six day creation of the world?

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

Statement Please carefully read our Statement of Faith and indicate your degree of support.

“We believe in the Trinity; God the Father, God the Son, and God the Holy Spirit, three distinct persons in one undivided essence. We believe the Bible is the infallible written Word of God and is the guide for all our conduct. We believe that all have sinned and therefore require a Savior. Jesus Christ is that Savior, the Second Person of the Trinity, the Son of God. He died for the sins of mankind and rose again from the dead. No one can be born again except by believing in and receiving Jesus Christ as Lord and Savior. We believe in holy living by faith in Jesus Christ and His Word.”

\_\_\_\_\_ I fully support the Statement as written without mental reservations.

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

\_\_\_\_\_ 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.

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

**D. PROFESSIONAL QUALIFICATIONS**

Formal Training What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

**E. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards.

Work

1. Employer \_\_\_\_\_

Background

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone# \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

2. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone# \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

3. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone# \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

**F. PERSONAL REFERENCES**

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

Reference

Give three references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

	Name	Complete Address	Phone#	Position
1.	_____	_____	_____	_____
	_____	_____	_____	_____

2. \_\_\_\_\_

3. \_\_\_\_\_

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

	Name	Complete Address	Phone#	Position
1.	_____	_____	_____	_____
	_____	_____	_____	_____

2. \_\_\_\_\_

3. \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

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

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 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 that I will be paid and receive benefits only through the day of release.

I authorize **Salina Christian Academy** to thoroughly investigate references, work records, evaluations, 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 **Salina 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 waive the right to ever personally view any references given to **Salina Christian Academy**.

I understand that the information below will be used to conduct a KBI/FBI check. I agree to fully cooperate in providing anything else necessary for such an investigation. I authorize **Salina Christian Academy** to conduct a criminal records check.

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.

\_\_\_\_\_  
Applicant's Name (please print)

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_\\_\_\_\_\_\\_\_\_\_\_  
Date of birth