



# Employment Application

2010 Middle River Loop, Fayetteville, NC 28312  
Phone: (910) 323-4026 Fax: (910) 323-2843

### I. Personal Information

Application Date \_\_\_\_\_

Name \_\_\_\_\_

Last First Middle Maiden

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

Street City State Zip

Phone: Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Last 4 digits of Social Security Number \_\_\_\_\_ (used for background check)

Date of Birth \_\_\_\_\_ Marital Status \_\_\_\_\_ Number of Children \_\_\_\_\_

II. Position Desired Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Date Available for Employment \_\_\_\_\_

\*Please indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice of desired position in order of preference to the left. In the space to the right, please indicate which grade/subject you would prefer.

\_\_\_\_ Preschool or Kindergarten \_\_\_\_\_

\_\_\_\_ Elementary Grades \_\_\_\_\_

\_\_\_\_ Middle School \_\_\_\_\_

\_\_\_\_ High School \_\_\_\_\_

\_\_\_\_ Elective/Specialist \_\_\_\_\_

\_\_\_\_ Principal \_\_\_\_\_

\_\_\_\_ Administrative \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ Substitute \_\_\_\_\_

\*How did you learn about RCA and the position for which you are applying and why you desire a position at Riverside Christian Academy?

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

### III. 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

\*On a separate paper, in your own **handwriting**, briefly give your **Christian testimony**.

I have attached my handwritten Christian testimony.

\*Read the attached **Statement of Faith** and indicate your degree of support.

I fully support the statement, as written, without mental reservations.

I support the statement except for the areas listed and explained on an attached paper.

\*Do you support any additional doctrines or convictions **not** part of the **Statement of Faith** that we should be aware of?  Yes (Please attach an explanation on an attached page  No

\*What is your denominational preference? \_\_\_\_\_

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

\*Are you currently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

\*Please list any church responsibilities you have had or currently have? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### IV. Education/Professional Qualifications

• Education: Circle highest grade completed:

High School 9 10 11 12

College 1 2 3 4 5

Graduate School 1 2 3 4 5+

School	Name & Address	Graduate Yes/No	Dates Attended	Course of Study	Degree
High School					
Community-Tech College					
College-University					
Major(s)-Minor(s)					
Graduate-Professional					

I have attached official photocopies of my College/Graduate transcripts.

• **Teaching Credentials/Certification(s):** Identify which of the following you currently hold

\_\_\_\_\_ ACSI Teaching License    Level \_\_\_\_\_    Expiration \_\_\_\_\_

\_\_\_\_\_ NC Teaching License    Level \_\_\_\_\_    Expiration \_\_\_\_\_

\_\_\_\_\_ Another State Teaching License    State \_\_\_\_\_    Level \_\_\_\_\_    Expiration \_\_\_\_\_

I have attached photocopies of any Teaching Credentials/Certifications currently held.

**V. Employment History**

\* Please begin with your current/most recent employer and work backwards.

Dates of Employment To/From	Name & Address of Employer	Supervisor's Name & Title	Position-Duties	Reason for Leaving

I have submitted an up-to-date resume' with this application.

**VI. References**

\*Please list at least 3 references not related to you and can speak about your spiritual experience, Christian walk, and professional training/experience. List your current pastor and current or most recent principal/supervisor first.

Title	Name & Address	Phone	E-Mail Address

**VII. Applicant’s Certification and Agreement**

I understand that Riverside 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 I have not, knowingly, withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Riverside Christian Academy to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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.

As I will be working with children, I understand that RCA will conduct a criminal background check to include submitting to a fingerprint check by the FBI and/or other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation.

I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment I may receive from the school is conditional until the school has received the 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 application for employment is valid for no more than 120 days or for the school year \_\_\_\_\_. After that, I must resubmit an application in order to be considered for positions at this school.

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

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

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Applicant signature

Date

I am submitting/attaching the following items:

- My handwritten Christian testimony**
- Official photocopies of my College/Graduate transcripts**
- Photocopies of any Teaching Credentials/Certifications I currently hold**
- An up-to-date resume'**                       **Any necessary explanations**

## **Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:16).
2. We believe there is one God, eternally existent in three persons--Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the ground of faith alone for salvation (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the manifestation of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18).
8. We believe in the personal and imminent coming of our Lord Jesus Christ and that this "blessed hope" has a vital bearing on the personal life and service of the believer (I Thessalonians 4:13-18).

## **Lifestyle Statement**

Riverside Christian Academy is a nonprofit religious organization representing Jesus Christ throughout the local community. Riverside Christian Academy requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9–10, 1 Timothy 4:12, Luke 6:40). 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 along with appropriate personal family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

Riverside Christian Academy expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior, or any other violation of the unique roles of male and female (Romans 1:21– 27, 1 Corinthians 6:9– 20).

Riverside Christian Academy believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Riverside Christian Academy employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Riverside Christian Academy that each employee will have a lifestyle where “...He may have the preeminence” Colossians 1:18).