

**FAITH ACADEMY EARLY LEARNING CENTER
EMPLOYMENT APPLICATION
PO BOX 4824, VICTORIA, TX 77904**

Date _____

Position/Age Group Applying For 1st _____ 2nd _____

APPLICANT INFORMATION

Name _____ Social Security # _____
First M.I. Last

Address _____
Street/Box City/State Zip

Phone _____ Cell Phone _____

Credentials included with application are: Resume High School Diploma and any other certificates

EMPLOYMENT HISTORY

Please list your last three (3) employers with most current employer.

Employer Name, Address & phone	Position Held
	Salary
Reason for Leaving	From
	To
Employer Name, Address & phone	Position Held
	Salary
Reason for Leaving	From
	To
Employer Name, Address & phone	Position Held
	Salary
Reason for Leaving	From
	To

Faith Academy Early Learning Center selects qualified persons for employment without regard to race, sex, or national origin, but does, however, reserve the right to use established selection criteria in support of its goals and objectives. All information submitted will be held in confidence.

EDUCATION & CERTIFICATIONS

Highest Degree _____ Date Awarded _____ Concentration Area _____

Name of School and location	Course of Study Major/Minor Fields	Diploma, Degree, Or Certificate	# of Credits Earned	Year Graduated

Describe any other courses or training completed that would relate to the position for which you are applying _____

GENERAL INFORMATION

Are you aware of any reasons you would not be able to perform the duties of the position which you are applying for?
 Yes No If yes, please explain _____

Have you worked for Faith Academy before? Yes No If yes, when and what position? _____

SPIRITUAL INFORMATION

Name of Church currently attending _____ Denomination _____

Address _____

Have you accepted Jesus Christ as your personal Lord and Savior? Yes No Date _____

What is God saying and doing for your in your life at the present time? _____

Describe any type of Christian service in which you have been involved _____

What does the statement "Being led by the Spirit" mean to you? _____

Have you had any courses giving specific training for daycare/early learning center? Yes No
 If yes, please list name of course(s), dates, and where taken: _____

Please comment on the Lord's leading in your life toward the Christian School. _____

REFERENCES

Please list three (3) persons who have been acquainted with your professional experience. Reference Sheets provided.
 Please mail to Faith Academy, PO Box 4824, Victoria, TX 77903 or you may fax, EL 361-572-4602, SEC 361-573-5058.

Name	Occupation
Address	Phone
Name	Occupation
Address	Phone
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STATEMENT OF FAITH

1. We believe in God, the Source of all wisdom, goodness, and truth; existing eternally; omniscient, omnipresent, and
2. all-powerful.
3. We believe that God is manifested in three Persons of the Trinity, namely,
 - a. **God the Father**, Creator and Sustainer of the universe, Supreme Judge and Law-giver.
 - b. **Jesus Christ the Son**, Savior, Second Adam, Redeemer, Divine Intercessor before the throne of God for the sins of man, Herald of the New Covenant;
 - c. **The Holy Spirit**, Comforter, Guide, Teacher, Convicter of sins, Imparter of spiritual gifts, Revealer of spiritual wisdom.
4. We believe in the sin nature of man, fallen from Adam, condemned to eternal damnation and unable to save himself.
5. We believe that Jesus Christ came into a sinful world as God incarnate; that through His love for man took upon Himself the penalty for our sins and was crucified, buried and resurrected; and that through Him, salvation has come to all who believe and profess Him as Lord and Savior.
6. We believe that Holy Bible is the inspired Word of God and is the infallible source of all truth, Christian doctrine, and direction for spiritual growth.
7. We believe that the Church is the Body of Christ, providing necessary instruction, edification, and fellowship for the believers.
8. We believe the Jesus Christ, through His Great Commission, has charged all believers to spread the Good News of salvation and regeneration; that through this, we as educators see Jesus Christ and the Christian faith as vital parts of the instructional process.

All Faith Academy Early Learning Center faculty and staff (both full and part-time) agree to conduct themselves in a professional, moral, and Christ-like manner. The employee agrees to manifest by daily example the highest Christian virtue serving as a Christian role model (1 Tim. 4:12) both in and out of school to pupils (Luke 6:40), parents, and fellow employees. The employee agrees that instruction is not limited to rational explanation of formal subject material, but includes word, deed, example and shared experience. The employee agrees to be a role model in judgment, dignity, respect, and Christian living and refrain from any sexual misconduct, inappropriate conduct outside of marriage (i.e., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or using pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law. The employee agrees that as part of the qualifications for this position that he/she is a "born-again" Christian who knows the Lord Jesus Christ as Savior and accepts without verbal or mental reservations the school's statement of Faith and is committed to upholding it. Part of being a good role model will include each employee being a giving/serving member of a local church and being able to verify this fact.

I have signed the Statement of Faith held by Faith Academy Early Learning Center and am in agreement with its doctrine and principles. Furthermore, I hereby state that all information on this application and presented by me in the application process is true and correct. I understand that any attempt on my part to submit false information my preclude future employment with this school.

Signature of Applicant _____ Date _____

VOLUNTARY INFORMATION

This information is voluntary and will only be used to update our School Staff/Faculty Records in our school computer program. This information will not be used when considering you for employment with our school.

Full Name _____ Date of Birth _____

Address _____

Home Phone _____ Cell Phone _____ Other Phone _____

Email Address _____

Marital Status: Single, Never been married Single, due to widow(er) or divorce Married

If married, Spouse's name _____ Anniversary Date _____

Emergency contact:

1st _____
Name Relationship Phone

2nd _____
Name Relationship Phone

Have you had a TB test in the last five years Yes _____ No _____

Pre-Employment Affidavit for Applicant (Notarization)

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit. For purposes of this affidavit:

Adjudication and **conviction** refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.

Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following:

- I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **FALSE**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

OR

- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **TRUE**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

I declare under penalty of perjury that the foregoing is true and correct.

(Signature of Declarant)

(Date)

Name (First, Middle, Last)

Address (Street, City, State, Zip Code)

State of Texas

County of _____

Sworn to and subscribed before me on the _____ day of _____, _____, by
(Month) (Year)

(Name of Signing Party)

(Personalized Seal)

Notary Public's Signature

Faith Academy Background Consent

Because we care, we want to insure a safe environment for all. Please take the time to fill out this brief form so that we may complete your background check.

Applicant should complete all relevant information and sign and date the form.

I, _____, hereby authorize **Faith Academy** and/or its agents to make an independent investigation of my background, references, character, criminal or police records, including those maintained by both public and private organizations, and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for volunteer work now and, if applicable, during the tenure of my volunteer work with **Faith Academy**.

I release **Faith Academy** and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed) _____

Maiden Name or Other Names Used _____

Present Address _____

How Long at Present Address? _____

City _____ State _____ Zip _____

Former Address _____

City _____ State _____ Zip _____

How Long at Former Address? _____

Date of Birth: _____

Social Security Number: _____

Driver's License Number: _____

State of License: _____

Signature of Candidate / Date

FAITH ACADEMY'S CONFIDENTIALITY POLICY

As a staff member serving at Faith Academy Early Learning Center, you may have access to or be privy to confidential information during the course of your employment. Such Information may include student affairs, personnel records, office files, disciplinary issues, financial accounts, or other sensitive information that may involve the life and ministry of Faith Academy. Sharing such information with others, **except as required by your work with the school**, could result in adverse consequences or even legal ramifications.

Therefore, it is both advisable and necessary that you respect the confidentiality of information you receive and not share that information with other parties not directly involved.

Being mindful of Faith Academy Early Learning Center's own liability protection as well as your own, it is important that you take reasonable steps to ensure that all confidentiality issues remain private. These steps include the following:

- Do not share openly with others any confidential school information or remove documents from school property without the express permission of the administration.
- Do not leave sensitive documents unattended where others who have no right to see them could gain access.
- Protect the school and yourself from any liable or legal suits by handling confidential information in both a private and professional manner.
- Similar precautions should be taken with any emails or voice mails that may contain confidential information.

Acknowledgement

As a staff member with Faith Academy Early Learning Center, I acknowledge that I have received and reviewed this Confidentiality Policy and I agree that I will abide by this Policy.

Printed Name

Date

Signature

FAITH ACADEMY EARLY LEARNING CENTER REFERENCE FORM

PO BOX 4824, VICTORIA, TX 77903 ELEM (FAX) 361-572-4602 SEC (FAX) 361-573-5058

THIS PORTION TO BE COMPLETED BY APPLICANT

Name _____

Position Applying for _____

THIS PORTION TO BE COMPLETED BY FORMER EMPLOYER OR PERSONAL REFERENCE

I. In what relationship have you known the applicant? _____

II. Please rate the applicant by placing a check in the appropriate box below.

	Exceptional	Above Average	Average	Below Average	No Information
Concern for people					
Intellectual ability					
Leadership ability					
Self motivation to work					
Ability to work with others					
Ability to express self orally					
Writing ability					
Adaptability to change					
Response to constructive criticism					
Emotional maturity					
Completion of projects in timely manner					
Performance under stress					
Problem solving ability					
Dependability/accountability					

III. Please explain any areas in Section II where the applicant was evaluated below average: _____

IV. Please use the space provided below for any additional comments concerning the applicant's suitability for the position applied for _____

I have used the back of this form for additional information.

 Signature/Title Date Phone

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