



HOLMESBURG CHRISTIAN ACADEMY

Big Thinking. Small School.

7927 Frankford Avenue, Philadelphia, PA 19136

215-335-4323, School Fax 215-335-2013

www.holmesburgca.org

APPLICATION FOR EMPLOYMENT

A. PERSONAL INFORMATION

Name: _____

Application Date: ____/____/____ Date Available: ____/____/____

Current Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

Marital Status: Single Married Divorced Widowed Engaged Separated

Are you a U.S. Citizen? _____ Social Security Number: _____

Number of Children: _____ Ages: _____

Please provide any additional addresses where you have resided at in the last five years.

What are your hobbies and interests?

What publications do you read regularly? _____

What books have you read and enjoyed in the past year? _____

B. POSITION DESIRED

Full Time

Part Time

Substitute

Please list activities and other areas, which you are interested in, or other skills that would be an asset to the Academy.

C. SPIRITUAL INFORMATION

Do you profess Jesus Christ to be your Lord and Savior? _____

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: _____

Statement

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

_____ 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 disagreement of items for which

I have not yet formed an opinion or conviction.

Signature: _____

What church are you presently attending? _____

Address: _____

Are you a member? _____ Do you attend regularly? _____

How are you involved in your church's ministry? _____

D. EDUCATIONAL BACKGROUND

Complete all areas relevant to the position for which you are applying.

High School: _____

Post Secondary Education: (If applicable) Include a photocopy of all your transcripts. If you are offered a position with HCA, official copies of your transcripts must be provided to the Academy for inclusion in your personnel file.

<u>Institution</u>	<u>Years Attended</u>	<u>Degree</u>	<u>Major/Minor</u>

Cumulative Grade Point Average BA _____ Graduate Work _____

Are you presently enrolled in a degree or certificate program? _____

If so, describe _____ Tentative Completion Date: _____

List honors or awards received: _____

If you are a recent college graduate, please list any internship you performed and include the name and contact information of your supervisor

Do you currently have First Aide and CPR Certification? _____

If not, are you willing to obtain certification for employment purposes? _____

E. EMPLOYEMENT EXPERIENCE

Please include both teaching and other occupational experiences. List employment with your current or most recent employer and work backwards for the past ten years. If necessary, attach an additional sheet.

1. Employer _____

Position _____ Date of Employment _____

Address _____

Supervisor's or Principal's name and contact information _____

Reason for leaving _____

2. Employer _____

Position _____ Date of Employment _____

Address _____

Supervisor's or Principal's name and contact information _____

Reason for leaving _____

3. Employer _____

Position _____ Date of Employment _____

Address _____

Supervisor's or Principal's name and contact information _____

Reason for leaving _____

F. ANSWER in ESSAY FORM

On a separate sheet of paper, answer the following questions. Your responses will be evaluated for content and your ability to communicate neatly in written English. Candidates should take care to complete the application neatly, using their best spelling and grammar skills.

1. Why have you decided to apply for a position at HCA?
2. Share briefly your personal relationship with Jesus Christ.
3. What areas do you feel are your strengths? Weaknesses? What assets will you bring to the Academy?
4. What do you believe about the origin of the earth and mankind?
5. Why should you be considered for this position over another equally qualified candidate?

G. PERSONAL REFERENCES

Please sign and return the **Reference Release Form** attached to this application. Do not list family members as references. Give four references.

A supervisor at your most recent place of employment

A co-worker

Your Pastor – must complete Pastoral Reference Form

Include a professor's reference, in your major or a letter of recommendation from your university.

<u>Name and Address</u>	<u>Phone</u>	<u>Relationship</u>

H. APPLICANT’S CERTIFICATION AND AGREEMENT

1. I understand that Holmesburg Christian Academy (H.C.A.) does not discriminate based on race, color, gender at birth, age and ethnic background. This policy of non-discrimination is relevant in hiring of faculty and staff, student admission and all school related programs. H.C.A. does not knowingly hire and will immediately dismiss any faculty or staff member who is currently:

1. A practicing homosexual
2. An abuser of alcohol or controlled substances
3. Sexually active outside of the confines of marriage
4. A non-Christian as defined by the *Statement of Faith* attached to this application

Do you affirm that this policy does not exclude your application from consideration? _____

2. 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.

3. I authorize **Holmesburg Christian Academy** to thoroughly interview the primary references, which I have listed, any secondary references mentioned through interviews with primary references, or other individuals, which 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 job.

4. I authorize references and my former employers to disclose to the Academy 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 of disclosure. I waive the right to ever personally view any references given to the school.

5. Since I will be working with children, I will provide the Academy at my expense all required criminal record checks and child abuse clearance, as required by law. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information. The Academy may refuse or terminate conditional employment if the Academy deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

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

7. I certify that the answers provided by me herein and the representation made on my resume are to the best of my knowledge and belief, true and correct without reservation. I further affirm that I have not knowingly withheld any facts or circumstances that would detrimentally affect this application. I hereby authorize HCA to verify any and all information contained in this application and to inquire about my ability and qualification for employment from former employers and others, and I hereby release all concerned from any liability in connection with gathering such information.

Name (printed) _____ Signature _____ Date _____

STATEMENT OF FAITH

1. We believe and teach that there is one Triune God, eternally existent in three co-equal persons: Father, Son, and Holy Spirit. God is the creator and sustainer of all life. He is infinite, eternal, and unchangeable.
2. We believe and teach that all 66 books of the Bible are verbally inspired and totally inerrant. The word of God is infallible and therefore our only standard of authority, faith and practice.
3. We believe and teach the deity of our Lord Jesus Christ, who through His virgin birth came to bring salvation to all mankind. He provided forgiveness and accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice and that all who trust Jesus' work on the cross are cleansed of all their sin and given eternal life. Jesus Christ rose from the dead and ascended into Heaven where He is the only intercession for all man.
4. We believe and teach that the salvation of a sinful man is a free gift through the grace of God. This gift is provided through faith, not by any works of man. This great gift is received by placing that faith in Christ's finished work on the cross.
5. We believe and teach that man is in need of a Savior and salvation due to the sin nature of all men. Man was created in the image of God, but brought sin and death upon all mankind through Adam. All of mankind now has a sin nature through birth and is condemned to Hell.
6. We believe and teach that the Holy Spirit has a present ministry of indwelling all Christians to enable them to live a Godly and fruitful life.
7. We believe and teach in the spiritual unity of all believers in the Lord Jesus Christ. We believe in the Universal Church as an organism made up of all born again persons.

This is the statement of Faith of Holmesburg Christian Academy, a ministry of Holmesburg Baptist Church. If it is the statement of your basic Christian convictions and you agree to subscribe personally and without reservation to them, please indicate this by your signature. If on any point you disagree, please state your viewpoint.

(Signature)

(Date)