



Support Staff Application for Employment

The Frankfort Christian Academy partners with Christian parents to provide a Biblically integrated education which equips students to embrace Biblical truth, to strive for academic excellence and to exemplify Christ-like servanthood in homes, churches, and communities.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who by the pattern of their lives, are Christian role models (Luke 6:40).

Each question should be answered fully and accurately. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job related information. Please attach a copy of your resume if you have one.

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Applicant's Name and Address

Last Name _____ First Name _____ Middle Initial _____

Current Address:

Street Address _____ City _____ State _____ Zip _____

Phone: Days (_____) _____ Evenings (_____) _____

Cell Phone (_____) _____ E-mail _____

Position, or positions, applying for _____

Full time Part Time Temporary Summer Available when? _____

Application date ____/____/____ Application received by Walk-in Mail E-mail Fax Internet

Referral source: Employee Relative Other _____

Expected earnings: \$ _____

How did you learn about our school? _____

Why do you wish to work here? _____

Christian Background

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

Please carefully read our statement of faith and indicate your degree of support.

The Frankfort Christian Academy (TFCA) is a religious, nonprofit Christian school organization representing Jesus Christ throughout the evangelical Christian community worldwide. TFCA 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 testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal

and 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.

The TFCA Statement of Faith 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 or homosexual behavior – or any violation of the unique roles of male and female (Romans 1:21-27, 1 Corinthians 6:9-20). TFCA believes that a biblical marriage is limited to a covenant relationship between a man and a woman.

TFCA 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 TFCA that each employee will have a lifestyle in which “He might have the preeminence” (Colossians 1:18, KJV).

- I fully support the statement as written, without mental reservations.
- I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

What is your denominational preference? _____

What is your local church affiliation? _____

Are you currently a member in good standing? _____ Years? _____

Employment Experience

Please start with your current or most recent employer and work backward. Include self-employment, work as an independent contractor, and temporary positions going back at least five years. If necessary, use a separate paper and follow the same format for additional positions.

1. Position _____ Dates of Employment _____
Employer _____ Address _____
Supervisor's name and phone number _____
Reason for leaving _____

Hour rate/salary _____
Work performed _____

May we contact? ___ Yes ___ No If no, why not? _____

2. Position _____ Dates of Employment _____
Employer _____ Address _____
Supervisor's name and phone number _____
Reason for leaving _____

Hour rate/salary _____
Work performed _____

May we contact? Yes No If no, why not? _____

3. Position _____ Dates of Employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

Hour rate/salary _____

Work performed _____

May we contact? Yes No If no, why not? _____

Educational and Professional Training

Name and location (city, state) of last high school attended	Diploma received?
Name and location (city, state) of business school, trade school, college, or university attended	Type of certificate, diploma, or degree: BA, MA, other

Additional Helpful Information

Are you specifically trained or have you had experience in the following? Check all that are applicable.

School secretary

Filing clerk

Teacher aide

Bookkeeper

Administrative assistant

Custodian

Maintaining existing computer/programs

Receptionist

Cook

Cafeteria worker

Childcare worker

Other _____

Special skills

Word processing: _____ wpm

Microsoft Office - word, excel, publisher, etc.

First aid certification

CPR certification

Other _____

If you desire, you may list any additional qualifications, skills, experiences, or interests: _____

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.) Yes No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy? Yes No If yes, please attach a statement of explanation.

Have you ever resigned a position to avoid termination or discharge? Yes No If yes, please attach a statement of explanation.

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes No If yes, please explain: _____

If you answered yes to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position? _____

Applicant's Certification and Agreement

I understand that the Frankfort 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 that 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 my release.

I authorize The Frankfort 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.

I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the background information, including the 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. 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.

Applicant Signature

/

Date



Declaration of Moral Integrity

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I, _____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not 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, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture or federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of the Frankfort Christian Academy.

Applicant Signature

Date

Administrator signature, after discussion with applicant / volunteer

Date

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” (Hebrews 13:4, The Message)

“A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40, AMP)



Fair Credit Reporting Act

Disclosure

I understand that as a condition of my consideration for employment, or as a condition of my continued employment, The Frankfort Christian Academy may obtain a consumer report and/or investigate consumer report that includes but is not limited to verification of my education, previous employment/work history, Social Security number, credit history, and motor vehicle records. The school may also receive any criminal history information pertaining to me that may be in the files of any federal, state, or local criminal justice agency, and in any other civil court or public records or any other information bearing on my character, general reputation, personal characteristics, and trustworthiness; and may conduct personal interviews and drug testing.

You have certain rights regarding these reports and their use as defined under the Fair Credit Reporting Act (FCRA) as summarized in "A Summary of Your Rights Under the Fair Credit Reporting Act," a copy of which has been provided to you.

Authorization

I authorize The Frankfort Christian Academy and/or its designated agent, to obtain consumer reports on me now or any time after my employment. The school may conduct an investigation of the items listed in the disclosure statement above so that it can make informed decisions regarding my proposed or actual employment relationship. I recognize and understand that I will receive written notice from the school when a consumer report will be requested. I authorize the credit reporting agency, and any of its agents, to disclose orally and in writing the results of this verification process to the authorized representative of The Frankfort Christian Academy.

I authorize persons, schools, current and former employers, and other organizations and agencies to provide the credit reporting agency with all information that may be requested. I hereby release all persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original. I do hereby agree to forever release and discharge The Frankfort Christian Academy, the credit reporting agency, and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from retrieving and reporting of information.

I acknowledge that I have rights under the FCRA, The Frankfort Christian Academy will provide me with a copy of any consumer report and/or investigative consumer report if the information contained in such a report is, in any way, to be used in making an adverse decision regarding my fitness for employment. I further understand that such report will be made available to me prior to any such adverse decision being made, along with the name and address of the reporting agency that produced the report.

Printed Name

Social Security Number

Applicant Signature

Date

Date of Birth ____/____/____

Gender: M or F

Phone Number _____

Maiden Name / Alias(s)