

Employment Application

Your interest in Dalhart Christian Academy is appreciated. We invite you to complete this application. If an opening occurs for which you may qualify, we will notify you. We will also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

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

We look forward to reviewing 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.

A. Applicant's Name and Address

Full Name: _____

Application Date: _____

Date Available: _____

Address: _____

How long have you lived at the above address? _____

If less than 5 years, please provide a previous address: _____

Daytime Phone: _____ Evening Phone: _____ Cell Phone: _____

Best time to call: _____

B. Position Desired

Rank, in order of preference, the departments in which you are qualified to teach. Also list preferred grade level or subject area teaching assignments.

Kindergarten: _____

Elementary: _____

Full Time: _____ Part Time: _____ Substitute: _____

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

Have you already signed a contract for the next school year with another educational institution? Yes No

C. 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

Please carefully read the Dalhart Christian Academy Statement of Faith and indicate below your degree of support.

This school accepts the Holy Scriptures as the revealed will of God, the all-sufficient rule of faith and practice, for the purpose of maintaining the general unity. The Scriptures, both the Old and New Testaments, are verbally inspired of God to man.

We believe the Deity of the Lord Jesus Christ as Scripture declares: His virgin birth, His sinless life, His miracles, His substitutionary work on the cross, His bodily resurrection from the dead, and His exaltation to the right hand of God.

We understand that man was created good and upright, for God said, "Let us make man in our image, after our likeness." However, man by his voluntary transgression, fell and thereby incurred not only physical death, but also spiritual death, which is separation from God. Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. Salvation is received through repentance toward God and faith in the Lord Jesus Christ.

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

_____ I support the statement except for the area(s) listed and explained below. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction. _____

Please answer the following questions regarding your participation in church.

Church Name: _____ Address: _____

Phone Number: _____ Pastor's Name: _____

Years Attended: _____

Have you made a profession of faith for salvation through Jesus Christ? Yes No

Indicate the frequency of your church attendance: Regular Occasional Seldom

Please check all activities/ministries in which you are involved.

| | |
|-----------------------------------|-----------------------------|
| _____ Choir or Music Ministries | _____ Sunday School/Teacher |
| _____ Youth Group Leader | _____ Children's Ministries |
| _____ Men's or Women's Ministries | _____ Bible Study |
| _____ Outreach Ministries | _____ Other _____ |

Please list the name of any church staff member/pastor that knows you personally. _____

Describe your routine of personal Bible study and prayer. _____

In your own handwriting on a separate sheet of paper, briefly give testimony of your salvation through Jesus Christ and your continued walk with Him since salvation. Also state what you believe is the function of a Christian school.

D. Professional Qualifications

***Please attach photocopies of all your post-secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

Complete the following information:

| Degree Received | Date Received | Issuing Institution |
|------------------------|----------------------|----------------------------|
| | | |
| | | |
| | | |
| | | |

Major Field of study:

Minor if applicable: _____

Total semester hours after Bachelor's Degree: _____

Work Experience: *Sequentially list your teaching experience with most recent year first.*

| Employer's Name | Position | Dates |
|------------------------|-----------------|--------------|
| | | |
| | | |
| | | |

E. Employment History

Please start with your current or most recent employer and work backwards for the past five years.

Employer: _____

Position: _____ Dates of Employment: _____

Work Address: _____ Phone: _____

Supervisor's Name: _____

Reason for leaving: _____

Employer: _____

Position: _____ Dates of Employment: _____

Work Address: _____ Phone: _____

Supervisor's Name: _____

Reason for leaving: _____

Employer: _____

Position: _____ Dates of Employment: _____

Work Address: _____ Phone: _____

Supervisor's Name: _____

Reason for leaving: _____

F. Personal References

Give three references that are qualified to speak of your professional training and experience.

List your current or most recent supervisor first.

Immediate Supervisor:

Name: _____ **Phone:** _____

Complete Address: _____

Position: _____

Number of years acquainted: _____

Peer or Immediate Supervisor:

Name: _____ **Phone:** _____

Complete Address: _____

Position: _____

Number of years acquainted: _____

Person whom you last served under:

Name: _____ **Phone:** _____

Complete Address: _____

Position: _____

Number of years acquainted: _____

Authorization to Release Information

I have made application for a position as a _____ with Dalhart Christian Academy. I have authorized the school to thoroughly interview the primary references which 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 all 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 Dalhart 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 Dalhart Christian Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Full Name (Print): _____

SSN: _____

List any other names under which you have been employed:

Applicant's Signature: _____ Date: _____

I understand that Dalhart 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 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 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 upon the receipt of 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 reflects adversely on the school or on me as a Christian role model.

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.

Signature of Applicant: _____ Date: _____