



ROUND ROCK CHRISTIAN ACADEMY Non-Instructional Application

Your interest in Round Rock Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. The office will contact you if we are considering you for an opening that matches your qualifications. 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 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.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: _____/_____/_____ Date available: ____/____/_____

Present address: _____

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

Best time to call you? _____ Length of time at this address? _____

Email Address: _____

Permanent address and phone number if different than present address

Please list any additional addresses where you have resided at any time during the past five years:

B. POSITION DESIRED

Please indicate 1st, 2nd, 3rd choice in the parenthesis.

() Extended Care () Admin. Support () Library Aide
() Other: _____

Full time: _____ Part time: _____ Substitute: _____

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

Can you submit verification of your legal right to work in the U.S.? Yes ___ No ___

What would you like to be doing five years from now?

C. CHRISTIAN BACKGROUND

*** In your own handwriting, on separate paper, briefly give your Christian testimony.**

Please carefully read our 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 area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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 ___

Denominational preference? _____

What is your local church affiliation? _____

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

In what church activities are you involved and with what degree of regularity?

What other Christian service have you done since becoming a Christian?

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you spiritually?

D. PROFESSIONAL QUALIFICATIONS

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

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s): _____

Your Minor(s): _____

Cumulative grade point average Bachelor's _____ Graduate work _____

Total (circle one) semester or quarter units **after** date of Bachelor's degree _____

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past **ten years**. If necessary, you may follow the same format on the reverse.

1. Position: _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Duties included _____

Reason for leaving _____

2. Position: _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Duties included _____

Reason for leaving _____

3. Position: _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Duties included _____

Reason for leaving _____

4. Position: _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Duties included _____

Reason for leaving _____

5. Position: _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Duties included _____

Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? _____

Have you served in the military? Yes ___ No ___. If yes, what type of training or education did you receive? _____

F. PROFESSIONAL SKILLS

Please detail your capabilities with the following items:

	Rate your ability 1=Advanced 2= Very Knowledgeable 3= Moderate 4=Beginner/Learning 5=Have not used	Years of Skill or Use	List the actual software you have used:	Please circle whether used in a work or home setting?
Outlook/Email software				Work / Home
Desktop publishing software				Work / Home
Spreadsheet software				Work / Home
Database software				Work / Home
Telephone/Receptionist Skills			n/a	
Office Copier			n/a	n/a

Typing Speed: _____

List an administrative project or task you were assigned, either in a professional or volunteer position, and describe how you used your skills to accomplish that task.

G. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

Provide some references who are qualified to speak of your spiritual experience and Christian service, and some who are qualified to speak of your professional training and experience.

Name/Complete Address	Phone	Position
1. _____ _____		
2. _____ _____		
3. _____ _____		
4. _____ _____		
5. _____ _____		

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Round Rock Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify 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 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize Round Rock Christian Academy 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 other matters related to my suitability for the position.

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 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 or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. 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 conditioned 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 it could reflect 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



AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with Round Rock Christian Academy. I authorize Round Rock Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Round Rock Christian Academy such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Round Rock Christian Academy.

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

Applicant's Name (Print)

Applicant's Signature

Date

**AFFIDAVIT FOR APPLICANTS FOR EMPLOYMENT WITH A
CHILD-CARE FACILITY OR REGISTERED FAMILY HOME**

APPLICATION FOR EMPLOYMENT with a child-care facility, residential and day-care, or registered family home whose employment or potential employment with the facility or registered family home involves the opportunity for or the direct interaction with children must execute and submit the following affidavit with the application for employment:

STATE OF _____

COUNTY OF _____

I swear or affirm under penalty of perjury that I do not now and I have not at any time, either as an adult or as a juvenile been convicted of; pleaded guilty to (whether or not resulting in a conviction); pleaded nolo contendere or no contest to; admitted; had any judgment or order rendered against me (whether by default or otherwise); entered into any settlement of an action or claim of; had any license, certification, employment, or volunteer position suspended, revoked, terminated, or adversely affected because of; been diagnosed as having or have been treated for any mental or emotional condition arising diagnosed as having or have been treated for any mental or emotional condition arising from; resigned under threat of termination of employment or volunteerism for; had a report of child abuse or neglect made and substantiated against me for; or have any pending criminal charges against me in this or any other jurisdiction for any conduct, matter, or thing (irrespective of formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction): any felony; rape or other sexual assault; physical, sexual, emotional abuse and/or neglect of a minor; incest; exploitation, including sexual, of a minor; sexual misconduct with a minor; molestation of a child; lewdness or indecent exposure; lewd and lascivious behavior; obscene or pornographic literature, photographs, or videos; assault, battery, or any violent offense involving a minor; endangerment of a child; any misdemeanor or other offense classification involving a minor or to which a minor was a witness; unfitness as a parent or custodian; removing children from a state or concealing children in violation of a court order; restrictions or limitations on contact or visitation with children or minors; any type of child abduction; or similar or related conduct, matters, or things.

Except the following (list all incidents, location, description, and date)
(if none, write NONE) _____

The failure or refusal of the applicant to sign or provide the affidavit constitutes good cause for refusal to hire the applicant.

***NOTE:** I understand that Round Rock Christian Academy will conduct a background screening check on all employees.

Signed _____ Date _____

Subscribed and sworn to (or affirmed) before me this ____ day of _____, 20____.

Signature of notarial officer

My commission expires

(seal, if any, of notarial officer)



STATEMENT OF FAITH

Round Rock Christian Academy adopts the “Affirmation of ACSI Statement of Faith” as follows:

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).

We believe there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).

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, 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).

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 single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone we are saved (John 3:16-19, 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).

We believe in the resurrection of both the saved and the lost-they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

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).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:15, 6:19-20; Ephesians 4:30, 5:18).