



Donelson Christian Academy

## EMPLOYMENT APPLICATION

Date \_\_\_\_\_ Applying for employment as:  Teacher  Staff  Other

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Social Security # \_\_\_\_\_ Are you at least 18 years of age?  Yes  No

Are you legally authorized to work in the U.S.?  Yes  No

Do you have a valid Driver's License?  Yes  No Issuing State \_\_\_\_\_ Number \_\_\_\_\_

Do you have relatives working for Donelson Christian Academy?  Yes  No If yes, please list:

Have you ever been convicted of or pled guilty to any crime, or felony, including sex-related or child abuse related offenses?  Yes  No If yes, please state when, where, and final outcome:

Emergency Contact Name, Relation, and Number: \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applied for \_\_\_\_\_

How did you hear of this position? \_\_\_\_\_

Have you ever applied for employment at DCA before?  Yes  No

Have you ever been employed by DCA?  Yes  No

When? \_\_\_\_\_ What position? \_\_\_\_\_

Are you presently employed?  Yes  No If so, where: \_\_\_\_\_

Are you available for full-time work?  Yes  No Available for part-time work?  Yes  No

Hours available \_\_\_\_\_ Available Start Date \_\_\_\_\_

Are you interested in substitute teaching?  Yes  No

How did you hear about Donelson Christian Academy? \_\_\_\_\_

## EDUCATION HISTORY

Education	School Name & Location	Major	Degree	Year Graduated
High School				
College				
College				
Graduate				
Post-graduate				
Other Training				

TN Professional License Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

Area(s) of endorsement: \_\_\_\_\_

In addition to your work history, are there other skills, qualifications, or experience that may contribute to your abilities in performing the desired position? \_\_\_\_\_

Honors and awards received in school or career? \_\_\_\_\_

In what other areas could you contribute to the school outside of your position (i.e. coaching, fine arts, extracurricular activities)? Please list: \_\_\_\_\_

Describe your experience with technology: \_\_\_\_\_

List organizational memberships (professional, civic, social, etc.) with dates and/or offices held: \_\_\_\_\_

**MOST RECENT EMPLOYMENT HISTORY**

**Employer** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Starting Position \_\_\_\_\_ Date Started \_\_\_\_\_

Ending Position \_\_\_\_\_ Date Ended \_\_\_\_\_

Starting Annual Salary or Hourly Wage \_\_\_\_\_ Ending Annual Salary or Hourly Wage \_\_\_\_\_

Name of a Supervisor \_\_\_\_\_ May we contact?  Yes  No

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

**Employer** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Starting Position \_\_\_\_\_ Date Started \_\_\_\_\_

Ending Position \_\_\_\_\_ Date Ended \_\_\_\_\_

Starting Annual Salary or Hourly Wage \_\_\_\_\_ Ending Annual Salary or Hourly Wage \_\_\_\_\_

Name of a Supervisor \_\_\_\_\_ May we contact?  Yes  No

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

**Employer** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Starting Position \_\_\_\_\_ Date Started \_\_\_\_\_

Ending Position \_\_\_\_\_ Date Ended \_\_\_\_\_

Starting Annual Salary or Hourly Wage \_\_\_\_\_ Ending Annual Salary or Hourly Wage \_\_\_\_\_

Name of a Supervisor \_\_\_\_\_ May we contact?  Yes  No

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

*(Please include additional employers on an attached resume)*

Have you ever been terminated from employment or asked to resign for any reason?  Yes  No

If yes, include when, where, and a brief explanation of the circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

List three personal references, not related to you, who have known you for more than one year.

1) Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Full Address \_\_\_\_\_ E-Mail \_\_\_\_\_

2) Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Full Address \_\_\_\_\_ E-Mail \_\_\_\_\_

3) Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Full Address \_\_\_\_\_ E-Mail \_\_\_\_\_

## CHRISTIAN BACKGROUND

Specify the church where you worship: \_\_\_\_\_ City \_\_\_\_\_

Any Volunteer Positions or Roles \_\_\_\_\_

Pastor or Ministry Related Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct?  Yes  No

## PERSONAL TESTIMONY

Briefly give your Christian testimony and how you are living out your faith. (You may submit this section in a separate document.)

\_\_\_\_\_

# APPLICANT'S CERTIFICATION AND AGREEMENT

Please Read, Sign, and Date the Following Statements

## STATEMENT OF FAITH

**The foundation of the Corporation shall be the Word of God as interpreted by the following statement of faith.**

We believe the Bible to be the inspired and only infallible authoritative Word of God. (II Timothy 3:16)

We believe that there is one God, eternally existent in three persons-Father, Son and Holy Spirit. (I John 5:4-6)

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (I Corinthians. 13:3, I Peter 2:21-24, John 3:1)

We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Romans 3:21, Galatians 4:4-7)

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Galatians 5:22-25)

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 5:24, 28, 29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 17:21-23)

## EMPLOYMENT PRACTICES

I understand that Donelson 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 Donelson 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 in a preschool through 12<sup>th</sup> grade institution with children, I understand that I must submit to a background 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 employment at Donelson Christian Academy, is "at will", which means that either I or Donelson Christian Academy, can terminate the employment relationship at any time, with prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

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

I certify that information contained on this form is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_