



WHITEFIELD ACADEMY

Thank you for your interest in employment with **Whitefield Academy**. We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, has a passion for teaching, and who, by the pattern of their lives, are Christian role models. Luke 6:40. We invite you to fill out this initial application and return it. 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.

Thank you again 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.

Note: If you are submitting this form electronically, you will need to scan or fax any handwritten items or ancillary documents to the attention of EMPLOYMENT employment@whitefield.org FAX:502-239-3144. Please make sure that these items are clearly marked with your full name.

A. APPLICANT'S NAME AND ADDRESS

Full Name: _____

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

Present Address: _____

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

E-mail Address: _____

If you answer "Yes" to any of the following question, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or offered a resignation by your previous employer? Yes ____ No ____

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? Yes ____ No ____

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual harassment or contact with another person, of mishandling of funds, or of criminal conduct? Yes ____ No ____

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? Yes ____ No ____

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? Yes ____ No ____

Have you ever entered a court plea of guilty, a court plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes ____ No ____

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? Yes ____ No ____

B. POSITION DESIRED

Please indicate the position you are interested in or applying for by checking the boxes below. Then to the right, please indicate the grades or subjects in order of preference.

☐ **Preschool**

☐ **Elementary (Grades K-5)**

☐ Kindergarten ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

☐ **Middle School (Grades 6-8)**

☐ 6th ☐ 7th ☐ 8th SUBJECT: _____

☐ **High School (Grades 9-12)**

☐ English ☐ Math ☐ Science ☐ Bible ☐ Social Studies

☐ Language ☐ Arts ☐ P.E.

Special Abilities

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels).

C. CHRISTIAN BACKGROUND**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 attached Statement of Faith and indicate below your degree of support.

☐ I fully support the Statement as written.

Signature: _____

☐ I support the Statement except for the area(s) listed and explained on a separate paper.

Signature: _____

Church Service

Denominational preference: _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Number of years: _____

Describe your salvation experience in a brief testimony:

Spiritual Life/Convictions

What is your routine of personal Bible study and prayer? _____

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

We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your personal convictions as a Christian toward:

wine, beer, and other alcoholic beverages -

smoking and chewing tobacco, marijuana and non-prescription drug use -

divorce and remarriage -

abortion -

homosexuality -

Personal References

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

Give three references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name

Phone

Position

E-mail Address

1.

2.

3.

D. PROFESSIONAL QUALIFICATIONS

Formal Training

What degree(s) do you hold?

Degree

Date Received

Issuing Institution

Your major: _____ Your minor(s): _____

Total number of credit hours after date of Bachelor's degree: _____

Cumulative grade point average: Undergraduate GPA _____ Graduate work GPA _____

Teaching Credentials

Do you have an ACSI Teaching Certificate? ☐ Yes ☐ No

What level? _____ Expiration date: _____

Do you have a state teaching certificate:

What state? _____ What kind? _____

Expiration date: _____

Endorsement(s)

List semester hours in endorsement area(s).

If you do not hold a certificate, what requirements do you lack? _____

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 already signed a contract for next year with any other educational institution?

☐ Yes ☐ No

Please attach photocopies of any certificates (ACSI, State certification) held.
If an interview is requested, an unofficial copy of your transcripts must be provided.

Have you had any courses in the Christian Philosophy of Education? _____
If so, where and when? _____

The job description and essential functions for this position are detailed in our Living Curriculum document, which can be found on our website. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying? Yes _____ No _____
If yes, please explain. _____

Work

Experience Sequentially list your full time **teaching/administrative experience** with most recent first.

1. School: _____ Date of Employment: _____
Grade level(s)/subject(s) taught/position: _____
Supervisor's Name & Phone Number: _____
Supervisor's Email _____
Reason for leaving: _____
2. School: _____ Date of Employment: _____
Grade level(s)/subject(s) taught/position: _____
Supervisor's Name & Phone Number: _____
Supervisor's Email _____
Reason for leaving: _____
3. School: _____ Date of Employment: _____
Grade level(s)/subject(s) taught/position: _____
Supervisor's Name & Phone Number: _____
Supervisor's Email _____
Reason for leaving: _____
- 4 School: _____ Date of Employment: _____
Grade level(s)/subject(s) taught/position: _____
Supervisor's Name & Phone Number: _____
Supervisor's Email _____
Reason for leaving: _____

If you do not have any full-time educational experience, please list below your student teaching experiences and any part-time educational employment.

<u>Name of School</u>	<u>Grades, Subjects or Positions</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Give three references who are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

	<u>Name & Complete Address</u>	<u>Phone</u>	<u>Position</u>	<u>School</u>	<u>E-mail Address</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

E. APPLICANT'S CERTIFICATION AND AGREEMENT

Employment at Whitefield Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, sex(gender), national or ethnic origin, color, age, or disability. Whitefield Academy is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Whitefield Academy's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity, including abstaining from alcoholic beverages and tobacco products while employed by Whitefield Academy.

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.

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
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WHITEFIELD ACADEMY

STATEMENT OF FAITH

1. WE BELIEVE the Bible to be verbally inspired in its original form, the only infallible, authoritative Word of God (II Timothy 3:16-17, II Peter 1:20-21).
2. WE BELIEVE that there is one God eternally existent in three Persons: Father, Son and Holy Spirit.
3. WE BELIEVE in the Deity of Christ (John 1:1-4, John 14:9, Colossians 1:15-17) in His conception by the Holy Spirit (Luke 1:35), in His virgin birth (Matthew 1:18-25), in His sinless life (II Corinthians 5:21), in His miraculous works (John 11:45), in His substitutionary death through His shed blood (I Peter 2:24), in His literal, bodily resurrection (John 20:20-29), in His bodily ascension to the right hand of the Father (Mark 16:19, I Timothy 2:5), and in His premillennial, imminent, bodily return (Acts 1:11, Revelation 20:1-9, Matthew 24:26, I Thessalonians 4:12-17).
4. WE BELIEVE in the totally depraved and lost condition of man by nature (Jeremiah 17:9, Romans 3:23), and in salvation by grace through faith in the Lord Jesus Christ wholly apart from works, (Ephesians 2:8-10, John 3:3-7, John 1:12-13, Titus 3:5-7), the evidence of which is works of righteousness (Ephesians 2:10, Romans 4:4-5).
5. WE BELIEVE that all who receive by faith the Lord Jesus Christ as Personal Savior are born again of the Holy Spirit and thereby become children of God (John 3:5 & 16, Romans 3:21-30, Galatians 4:4-7).
6. WE BELIEVE in the personality of the Holy Spirit and in His present ministry of conviction, regeneration, indwelling, enlightening, and guiding (John 16:7-11, John 3:5, I Corinthians 6:9, John 14:26, John 16:13).
7. WE BELIEVE in the resurrection of both the saved and the lost. Those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29). First resurrection (I Thessalonians 4:13-17). Second resurrection (Revelation 20:14).
8. WE BELIEVE in the spiritual unity of all believers in Christ (John 17:11, Ephesians 4:13).

I certify that I have read and understand the above Statements of Faith and can and do support these doctrinal principles as an employee of Whitefield Academy.

Signature: _____ Date: _____



WHITEFIELD ACADEMY

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with Whitefield 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 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 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 the Whitefield 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 Whitefield 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 Name (Print): _____ Date: _____

Applicant's Signature: _____

CONFIDENTIAL

Background Check Authorization

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____

Current Address From/To: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From/To: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From/To: _____
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: _____ DOB: _____

Telephone Number: _____

Email Address: _____

Drivers License Number/State: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize **Whitefield Academy** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **Whitefield Academy** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

****Whitefield Academy** and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: _____ Date: _____

Notice to California, Minnesota and Oklahoma Residents:

Please check the box below if you wish to receive a copy of a consumer report that is requested.

☐ I wish to receive a copy of any Background Check Report on me that is requested.