

EMPLOYMENT APPLICATION

Mission Statement

"To develop caring, respectful, faithful citizens of the world, filled with purpose and equipped with knowledge, skills and creativity to make positive contributions to our community."

Please submit this application hand-written or typed. Please include a cover letter explaining why you believe you would be a valuable addition to the ACA faculty or staff. Thank you for your interest.

Applicant Information

Full Name: _____ Date: _____
Last First Middle

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

How long have you lived at your current address? _____ DOB: _____

Phone: _____ E-mail Address: _____

SSN: _____ Other Names by which you have been known (nicknames, maiden names, aliases): _____

Are you a citizen of the United States? Yes No

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

Applying For: Full-Time Part-Time Substitute – Days Available to Sub: _____

Position Applied For: _____

Present Salary: \$ _____ Salary Expected: \$ _____

Have you ever been convicted of a felony? Yes No If yes, please explain: _____

Education

High School: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____



Education, continued

Teaching Certificates: _____

Additional Studies: _____

Academic Honors at College: _____

Scholarships or Grants at College: _____

Activities, Hobbies or Other Areas of Interest: _____

List any talents, vocations, preparations, training or other experiences that have equipped you to work with their children: _____

Previous Employment

List your four most recent jobs beginning with the current most recent position. Please explain any gaps in your employment history.
(If additional space is needed, please use a separate sheet of paper to list additional employment experiences working with children.)

Company:

Phone:

Address:

Supervisor:

Job Title:

Duties:

From:

To:

Reason for Leaving:

May we contact your previous supervisory for a reference? Yes No

Company:

Phone:

Address:

Supervisor:

Job Title:

Duties:

From:

To:

Reason for Leaving:

May we contact your previous supervisory for a reference? Yes No



Previous Employment, Continued

Company:

Phone:

Address:

Supervisor:

Job Title:

Duties:

From:

To:

Reason for Leaving:

May we contact your previous supervisory for a reference? Yes No

Company:

Phone:

Address:

Supervisor:

Job Title:

Duties:

From:

To:

Reason for Leaving:

May we contact your previous supervisory for a reference? Yes No

Have you ever been terminated or discharged from a job, or have you ever resigned from a job during a period of investigation? If so, please explain: _____

Please list any friends or relatives associated with Arlington Community Academy: _____

Previous Volunteer Experience

List all previous volunteer work involving children or students. (Please use back of page for additional volunteer experiences.)

Company:

Phone:

Address:

Supervisor:

Job Title:

Duties:

From:

To:

Reason for Leaving:

May we contact your previous supervisory for a reference? Yes No

Company:

Phone:

Address:

Supervisor:

Job Title:

Duties:

From:

To:

Reason for Leaving:

May we contact your previous supervisory for a reference? Yes No

References

Please list three professional references.

REFERENCE ONE

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

REFERENCE TWO

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

REFERENCE THREE

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Legal History

For any "Yes" answers, please attach a detailed explanation in writing:

- Y N** Have you ever been convicted of a criminal offense (felony or misdemeanor)?
Answer "yes" if you have entered a plea agreement including a deferred sentence or deferred judgment arrangement regarding a criminal case.
- Y N** Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?
- Y N** Have you ever been reported to any organization or registry for abuse or misconduct involving children?
- Y N** Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?
- Y N** Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?
- Y N** Have you ever been reprimanded or asked to leave or end your involvement/work in any program or organization providing services to children?
- Y N** Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?
- Y N** Do you now or have you ever sought out or intentionally viewed child pornography?

Certification and Signature

I certify that the information given on this application is true and complete to the best of my knowledge. I authorize all organizations and individuals named in this application and any accompanying resume to provide Arlington Community Academy with any relevant information required to make an employment decision. I further authorize Arlington Community Academy to investigate my employment and personal history by obtaining reports and information from appropriate agencies and organizations. I understand that false or misleading information given in my application or during interviews will be grounds for the denial or immediate termination of my employment.

If hired, I agree to comply with all rules and regulations established by Arlington Community Academy. I agree to cooperate in any investigation conducted by Arlington Community Academy, including searches, background checks, or substance abuse testing.

Signature: _____ Date: _____

Statement of Faith

We believe that spiritual growth is essential to human growth.

We aspire to be a community actively growing in awareness of God’s unconditional love for all people, as we aim to faithfully share that same love with others.

We believe in one eternal God, creator of the universe, existing in three distinct persons of the Father, the Son, and the Holy Spirit.

We believe God extends grace, mercy and forgiveness to heal our brokenness.

We believe that the life and teachings of Jesus Christ inspire us to be an inclusive and welcoming community.

_____ I fully support the Statement of Faith (above) as written.

_____ I support the Statement of Faith 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.

Local Church Affiliation: _____

Are you a member of this church? Yes No

Denomination: _____

Statement of Policy

Arlington Community Academy is an equal opportunity employer that maintains a policy of non-discrimination with respect to all employees and applicants for employment pursuant to applicable laws. Employment decisions are made without regard to race, color, sex, national origin, age, mental or physical disability of an otherwise qualified individual, or membership or application for membership in a uniformed military service. Because Arlington Community Academy is a non-profit, religious organization, it does reserve the right to hire and employ individuals who share its Christian beliefs and who agree to adhere to the principles and doctrines in its Statement of Faith.

Please Include the Following With Your Application

- **Resume**
- **Any Certifications Relevant to Position**
- **College Transcripts**
- **Cover Letter**
- **Other Supporting Material** (not required)

RELEASE

I authorize Arlington Community Academy to contact all individuals, organizations and references listed on this Employment Application to verify the information I have provided. I agree to release from liability any person or organization who/that provides information related to me, including those persons I have listed as references, as well as contact persons from my previous volunteer work or employment with children.

I specifically authorize Arlington Community Academy to undertake a criminal background check concerning my past.

I understand and agree that any information received from the background check and application verification will not be disclosed to me except as required by law, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

By signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects.

Signature: _____ Date: _____