



1201 South Water Street • Jonesboro, IN 46938 • 765.674.1722 • www.kingsacademy.org

### **MISSION STATEMENT**

*The King's Academy is a Christ-Centered college and career preparatory K-12 school for students who have teachable hearts, moldable minds, and coachable spirits. We offer a loving family environment where students are encouraged to grow in their relationships with Jesus, their families, teachers, and others, as they are prepared to be tomorrow's leaders wherever God calls them to serve. We are committed to developing God's best for each student spiritually, academically, morally, and socially through every program and activity.*

### **EMPLOYEE APPLICATION**

Your interest in The King's Academy is appreciated. We invite you to fill out this initial application and return it to our school office. We may 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 grateful for those who are professionally qualified who truly love children, and who, by the pattern of their lives, are Christian role models.

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? \_\_\_\_\_ Soc. Sec. No. (to be filled in after acceptance)

Date of Birth: \_\_\_\_\_ How long have you lived at the above address? \_\_\_\_\_

E-mail: \_\_\_\_\_

Permanent address and phone number if different than present address: \_\_\_\_\_

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**B. POSITION DESIRED:**

Date of Availability: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please indicate position seeking. If you're interested in several positions, indicate them in order of preference.

( ) \_\_\_\_\_

( ) \_\_\_\_\_

( ) \_\_\_\_\_

Full Time \_\_\_\_ Part Time \_\_\_\_ Days/hours for part time: \_\_\_\_\_

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

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**C. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

1. Employer: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_

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

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2. Employer: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_

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

\_\_\_\_\_

**D. OTHER WORK /VOLUNTEER EXPERIENCE:** Include organization name and supervisor contact information.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

**E. CREDENTIALS:**

List any licenses, certifications and credentials, including expiration dates.

\_\_\_\_\_

\_\_\_\_\_

**\*Please attach photocopies (front and back) of any certificates held.**

**F. PERSONAL REFERENCES**

Please provide the name and contact information for three references that can attest to your personal character and professional experience. One of these references should be from your current pastor.

1. Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

3. Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

## G. STATEMENT OF FAITH AND SIGNATURE

- We believe in one God existing in three Persons -- Father, Son, and Holy Spirit
- We believe in the virgin birth of the Lord Jesus Christ, His vicarious (substitutionary) atoning death, His bodily resurrection, and His second coming.
- We believe that all Scripture is verbally inspired by God and that it is the supreme and final authority in faith and life.
- We believe that man is created in the image of God; that the first man, Adam, sinned; that this sin caused physical and spiritual death; and that since the first man sinned, all persons are born with a sinful nature.
- We believe that man is saved by grace through faith, wholly apart from human merit and works, and that all who receive the Lord Jesus Christ by faith are born again to a new life in Him.
- We believe in the bodily resurrection of all the dead: the saved to eternal life and the unsaved to a life of eternal judgment.
- We believe that Christians are to be separated unto God, living holy lives pleasing to Him, and witnessing to His glory.
- We believe that God directly created the heavens and the earth and all that lies therein.

To ensure a good partnership with The King's Academy, board members, employees, parents (at least one parent or legal guardian) and volunteers should agree with and abide by the above Statement of Faith. By signing below, you are acknowledging that you agree with and abide by the above Statement of Faith.

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Signature

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Printed Name

**\*Please attach a written testimony of your Christian faith journey.**

**H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that The King's 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 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 authorize The King's Academy to thoroughly investigate references, work records, evaluations, and 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 King's 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 The King's Academy.

Since I will be working with children, I understand that I must submit to an Expanded Criminal History check by federal and state authorities. I authorize The King's Academy to conduct a criminal records check, and I understand that I am required to pay for this check. Any offer of employment is conditional upon the results of the Criminal History check being acceptable.

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

**I. APPLICATION SUMMARY**

- A completed application (this six page document)
- Any copies of licenses, certifications, and credentials
- A written or typed copy of your testimony
- Your resume, if available and not already submitted