

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Application Date: _____

Name: _____
Last First Middle

Address: _____
City/State: Zip

Best Phone: _____ Email: _____

Position(s) Applying For: _____

Department (check all that may apply)

- Substitute Teacher Early Learning (PreK/Kindergarten) Elementary School (1st – 4th)
 Intermediate (5th & 6th) Junior High (7th & 8th) High School (9th – 12th)

I am interested in: Full-Time Part-Time Salary Desired: _____

Date Available For Employment: _____ Days Available: _____

Have you previously applied at or worked for Fellowship Academy? Yes No

If yes, list date(s): _____

Why are you applying for work at Fellowship Academy? _____

How did you hear about our school? _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 21 years old? Yes No
(If under 21, hire is subject to verification that you are of minimum legal age)

If hired, can you present evidence of your US Citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed: _____

Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for the eligible applicants / employees to perform essential functions. Hire may be subject to passing a medical examination and to skill and agility tests.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case:

STATE OF APPLICANT'S CHRISTIAN FAITH

Because of the nature of the Christian ministry, we are concerned that our employees be committed to Christian perspective. Please take a moment to answer the following questions, which will help us evaluate your compatibility with the Christian work environment and focus at Fellowship Academy.

Are you currently attending church? Yes No

If yes, what is the name of your church? _____

Pastor's Name & Contact Information: _____

In what ways are you involved in your church and/or other Christian organizations? _____

In some detail, describe your Christian walk and background and how you came to faith in Jesus Christ:

EDUCATION, TRAINING AND EXPERIENCE

High School

Name _____ Address _____ City, State, Zip _____

Years Completed: _____ Graduated Yes No Diploma/Degree _____

College /
University

Name _____ Address _____ City, State, Zip _____

Years Completed: _____ Graduated Yes No Diploma/Degree _____

Course of Study: _____

Other Professional Certificates or Training:

Name _____ Address _____ City, State, Zip _____

Years Completed: _____ Graduated Yes No Diploma/Degree _____

TEACHING APPLICANTS

Do you have Early Childhood Education Training? Yes No

If yes, list classes completed (attach certificates and transcripts)

Do you have a teaching certification? Yes No

Type: _____ Issue Date: _____

Current: Yes No State or Organization: _____

Do you have other teaching Endorsements? Yes No

List: _____

EMPLOYMENT HISTORY

List all present and past employment starting with your most recent employer. Please complete this section even if attaching a resume. Attach additional pages if necessary.

Employer: _____ **Phone Number:** _____

Address _____ City, State, Zip _____

Supervisor's Name: _____ **Type of Business:** _____

Dates of Employment: _____ to _____ Weekly Pay: Start _____ End _____

Position: _____

Duties: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Employer: _____ Phone Number: _____

Address

City, State, Zip

Supervisor's Name: _____ Type of Business: _____

Dates of Employment: _____ to _____ Weekly Pay: Start _____ End _____

Position: _____

Duties: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

OFFICE SKILLS / OTHER QUALIFICATIONS (if applicable)

Computer applications/programs or learning platforms in which you have demonstrated proficiency:

Special skills/qualifications acquired from employment, military service or other experience (summarize):

If bilingual, please list languages that you can read, write or speak fluently: _____

REFERENCES

List three persons not related to you who have knowledge of your work performance within the last three years.

Name: _____ **Best Phone:** _____

Email Address: _____

Occupation: _____ **Years Acquainted:** _____

Name: _____ **Best Phone:** _____

Email Address: _____

Occupation: _____ **Years Acquainted:** _____

Name: _____ **Best Phone:** _____

Email Address: _____

Occupation: _____ **Years Acquainted:** _____

READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN APPLICATION

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my potential employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I have read the Fellowship Academy Statement of Faith and understand that it represents what Fellowship Academy holds and teaches in the classroom and in the Bible curriculum. I also understand that every faculty member must subscribe to and teach these truths.

_____ I hereby authorize Fellowship Academy to thoroughly investigate my references, work records, education, and other matters related to my suitability for employment and further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers and all others persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Fellowship Academy. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Fellowship Academy, and that no promises or representations contrary to the foregoing are binding on Fellowship Academy unless made in writing and signed by me or a Fellowship Academy designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil, judicial action, tax lien, or outstanding judgment) be conducted by internal personnel employed by Fellowship Academy, I am entitled to copies of any such public records obtained by Fellowship Academy unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Date

Applicant Signature/E-Signature

THANK YOU FOR YOUR INTEREST IN FELLOWSHIP ACADEMY!

