

# APPLICATION FOR EMPLOYMENT (NON-TEACHING) Rev. 2/16 SPARTANBURG CHRISTIAN ACADEMY

**(PLEASE PRINT PLAINLY)**

Mr.  Mrs.  Ms.  Miss

Name \_\_\_\_\_ Date \_\_\_\_\_  
*Last* *First* *Middle or Maiden*

Address \_\_\_\_\_  
 Street or P.O. Box, City, State, and Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Cell Phone Provider:  Verizon  Sprint  AT&T  Other

Permission to receive text from SCA for emergency purposes only, due to possible cost involved.  Yes  No

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_ Email Address: \_\_\_\_\_

Marital Status:  Single  Married  Divorced  Separated

Children Name and Ages: \_\_\_\_\_

Spouse or Emergency Contact Name: \_\_\_\_\_

Spouse or Emergency Contact Address: \_\_\_\_\_

Spouse or Emergency Contact Phone: \_\_\_\_\_

Are you legally eligible for employment in the USA?  Yes  No Are you of the legal age to work?  Yes  No

**Position(s) applying for:**

Teacher Assistant

Extended Care Worker

Clerical

Other: \_\_\_\_\_

## RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED				DID YOU GRADUATE?	LAST DIPLOMA OR DEGREE
<b>High</b>		<b>Not Applicable</b>	1	2	3	4	<input type="checkbox"/> Yes	
			<input type="checkbox"/> No					
<b>College</b>			1	2	3	4	<input type="checkbox"/> Yes	
		<input type="checkbox"/> No						
<b>Other (Specify)</b>			1	2	3	4	<input type="checkbox"/> Yes	
		<input type="checkbox"/> No						
<b>Other (Specify)</b>			1	2	3	4	<input type="checkbox"/> Yes	
		<input type="checkbox"/> No						

Were you previously employed by SCA?  Yes  No If yes, when? \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

Do you give permission to post your picture on SCA's website or SCA's social media?  Yes  No

## RECORD OF EMPLOYMENT

*List below the present and past employment, beginning with the most recent.*

NAME AND ADDRESS OF EMPLOYER	FROM		TO		NAME OF SUPERVISOR
	MO.	YR.	MO.	YR.	
	Describe the work you did:				
Telephone:					
NAME AND ADDRESS OF EMPLOYER	FROM		TO		NAME OF SUPERVISOR
	MO.	YR.	MO.	YR.	
	Describe the work you did:				
Telephone:					
NAME AND ADDRESS OF EMPLOYER	FROM		TO		NAME OF SUPERVISOR
	MO.	YR.	MO.	YR.	
	Describe the work you did:				
Telephone:					

## PERSONAL REFERENCES

*(NO FORMER EMPLOYERS OR RELATIVES)*

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

# CHRISTIAN BACKGROUND

**On a separate paper, briefly share your Christian testimony.**

- Please carefully read our ***Statement of Faith*** and indicate your degree of support.
  - I fully support the Statement as written without mental reservations.
  - I support the Statement except for the area(s) listed and explained on a separate paper.  
The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.
- 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
- What is your local church affiliation? \_\_\_\_\_  
Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_  
Pastor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_
- In what church activities are you involved and with what degree of regularity? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- What other Christian service have you done since becoming a Christian? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Describe your routine of personal Bible study and prayer. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- What books have you read recently that helped you spiritually? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is SCA's policy to practice equal opportunity without regard to an individual's race, color, national origin, sex, or age in application of any policy, practice, rule, or regulation. Functioning as a nonprofit religious entity, SCA can and does discriminate on the basis of religion as permitted under Title VII of the federal Civil Rights Act of 1964.

# SPARTANBURG CHRISTIAN ACADEMY

## STATEMENT OF FAITH

Rev. 12/01

SCA is a member of the Association of Christian Schools International (ACSI), a service organization serving Christian schools across the United States and around the world. Each member school or college retains its individual distinctives and operating independence. Participation in any or all of the services of ACSI is voluntary. ACSI is a full-service association designed to be a meaningful aid to the school's educational ministry. We subscribe completely to the ACSI Statement of Faith:

*We believe . . .*

- the Bible to be the inspired, only infallible, authoritative, inerrant Word of God. (*II Timothy 3:15, II Peter 1:21*)
- there is one God, eternally existent in three persons—Father, Son, and Holy Spirit. (*Genesis 1:1, Matthew 28:19, John 10:30*)
- in the deity of Christ, (*John 10:33*); His virgin birth, (*Isaiah 7:14, Matthew 1:23, Luke 1:3*); His sinless life, (*Hebrews 4:15, Hebrews 7:26*); His miracles, (*John 2:11*); His vicarious and atoning death, (*I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His resurrection (*John 11:25, I Corinthians 15:4*); His ascension to the right hand of the Father, (*Mark 16:19*); and His personal return in power and glory. (*Acts 1:11, Revelation 19:11*)
- in the absolute necessity of regeneration by the Holy Spirit for salvation, because of the exceeding sinfulness of human nature; and men are justified on the single ground of faith in the shed blood of Christ; and only by God's grace and through faith are we saved. (*John 3:16-21, John 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5*)
- 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 5:28-29*)
- in the spiritual unity of believers in our Lord Jesus Christ. (*Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28*)
- in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (*Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18*)

***As further distinctives of SCA, we add these to our Statement of Faith:***

*We believe . . .*

- that water baptism, by immersion, (*Matthew 3:11*), is the Biblical mode of baptism and testifies of the believer's faith in, and identification with, the crucified, buried and risen Savior. (*Romans 6:1-4*)
- that the Lord's Supper is an ordinance whereby believers show forth the Lord's death until He comes again. (*I Corinthians 11:23-26*)

## AUTHORIZATIONS AND PERMISSION FOR BACKGROUND CHECK

Have you ever been charged with a crime?  Yes  No

Is there anything in your life, past or present (such as mental health issues, addictions, past relationships and/or lifestyle choices, etc.) that if revealed today would hinder you from being able to work with children at Spartanburg Christian Academy?  No  Yes  I would like to discuss this further with someone in person

*Please read the statements below and indicate agreement with your signature.*

- I understand that Spartanburg 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 Spartanburg 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 with children, I authorize the school to conduct an investigation into my personal history and background including: criminal arrest and disposition history, driving history (for bus drivers only) and general reputation for character and honesty. I release, indemnify and forever hold harmless Spartanburg Christian Academy/First Baptist North Spartanburg, their agents or assigns, from any and all claims and/or liabilities that may arise as a result of these investigations.
- 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 certify that I have carefully read and do understand the above statements.

*Please complete the following information required for background check and driver's history. All information is kept confidential.*

Name \_\_\_\_\_ Date \_\_\_\_\_  
                    First                      Middle or Maiden                      Last

Address \_\_\_\_\_  
                                    Street or P.O. Box                      City                      State                      Zip Code

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

