

# New Life Christian Academy

## Employment Application

We consider applicants for all positions without regards to race, color, creed, gender, national origin, age, disability, marital or veterans status, or any other legally protected status. However, NLCA does reserve the right to use appropriate selection criteria.

Date of Application \_\_\_\_\_

How did you hear about us?

Advertisement     Relative     Inquiry     Friend  
 Church     Website     Other \_\_\_\_\_

<b>PERSONAL DATA</b>
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Name \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Other \_\_\_\_\_

Are you a Christian?     Yes     No    When did you accept Jesus? \_\_\_\_\_

Name of your Church \_\_\_\_\_ Pastor \_\_\_\_\_

Church Address \_\_\_\_\_ Number \_\_\_\_\_

Do you tithe?     Yes     No    Are you active in church?     Yes     No

Do you speak in tongues?     Yes     No

Have you ever filed an application with us before?     Yes     No

Are you a U.S. citizen?     Yes     No

Have you ever been convicted for an offense other than a traffic violation?     Yes     No

If yes, please explain in detail.

\_\_\_\_\_

\_\_\_\_\_

The school may have a criminal background check completed on applicants who are being considered for employment.

Please sign to acknowledge your awareness and agreement of this procedure: \_\_\_\_\_

Please write name, address, and telephone number of person to contact in the event you cannot be reached:

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<b>POSITION DESIRED</b>
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Date Available to Work \_\_\_\_\_

Salary Desired \_\_\_\_\_

Teaching preference: If elementary teacher, specify the grade level. If secondary teacher, specify the content area and level middle or high school

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Coaching preference: If a coaching applicant, specify sports(s)

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

If position desired is othe than teaching, please specify. \_\_\_\_\_

<b>EDUCATION</b>
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SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE	YEARS COMPLETED	DEGREE
High School				
Undergraduate College				
Graduate / Professional				
Other (specify)				

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## WORK EXPERIENCE

List your last three employers, starting with the most recent

<b>Employer</b>	<b>Dates Employed</b>		<b>Work Description</b>
<b>Address</b>	From	To	
<b>Telephone</b>	<b>Hourly Rate / Salary</b>		
<b>Job Title</b>	Starting	Ending	
<b>Supervisor</b>			
<b>Reason for Leaving</b>			May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Employer</b>	<b>Dates Employed</b>		<b>Work Description</b>
<b>Address</b>	From	To	
<b>Telephone</b>	<b>Hourly Rate / Salary</b>		
<b>Job Title</b>	Starting	Ending	
<b>Supervisor</b>			
<b>Reason for Leaving</b>			May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Employer</b>	<b>Dates Employed</b>		<b>Work Description</b>
<b>Address</b>	From	To	
<b>Telephone</b>	<b>Hourly Rate / Salary</b>		
<b>Job Title</b>	Starting	Ending	
<b>Supervisor</b>			
<b>Reason for Leaving</b>			May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: Include explanations of any gaps in employment \_\_\_\_\_

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## PROFESSIONAL ADDENDUM

List scholastic honors, scholarships, and awards

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List professional development / training attended within the last five years

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## PERSONAL TESTIMONIES

Please state your personal spiritual beliefs

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## REFERENCES

Give the name of four individuals you are not related to, whom you have known for at least one year

Name	_____	Address	_____	Phone #	_____
Name	_____	Address	_____	Phone #	_____
Name	_____	Address	_____	Phone #	_____
Name	_____	Address	_____	Phone #	_____

6622 Highway 90 West, San Antonio, Tx 78227

Phone (210) 679-6001 Fax (210) 679-6080

[www.newlifeca.org](http://www.newlifeca.org)

# ***New Life Christian Academy Employment Application***

We believe in the Bible is the inspired Word of God and Divine revelation of Jesus Christ, God's son. We believe in the Trinity of the God-Head, the Father, the Son, and the Holy Spirit. We believe that Jesus Christ was born of a virgin; walked upon and ministered on the earth; died the death of the cross; arose from the dead; and is now seated at the right hand of God. We believe that man's only salvation is through the recognition of the Lordship of Jesus and the acceptance of Him and Lord and Savior. We believe that Jesus Christ has sent the Comforter, in the person of the Holy Spirit and that we may be filled by Him and speak in other tongues as He gives us the utterance as recorded in God's Word. We believe in the gifts of the Spirit as expressed in I Corinthians chapters 12-14, being manifested in the local church. We believe in the water baptism by immersion after accepting Jesus as Lord and Savior. We believe in the celebration of the Lord's Supper in remembrance of our Lord, Jesus Christ. We believe in the total substitutionary sacrifice of Jesus - He was made poor that we might be rich. We believe that God is our answer, not our problem and that He does not use sickness, disease, test, trials, and tragedy to teach His children, but instead uses His Word to instruct us in the way of righteousness. We believe in the second coming of Jesus Christ and that we as members of His Body shall reign together with Him. We believe in conducting our business and personal lives in a manner that will not bring dishonor or reproach to the Name of Jesus. We believe in the building up of the Body of Christ through the assembling of ourselves together for fellowship and teaching of God's Word.

*"For other foundation can no man lay than that is laid, which is Jesus Christ." I Corinthians 3:11*

This school does not unlawfully discriminate in hiring or employment on the basis of race, age, sex, national origin, or physical disability. However, NLCA does reserve the right to use appropriate selection criteria in fulfillment of its goals and objectives for employment.

**Important:** In processing this employment application, the school may request that an investigative consumer report and background checks be prepared which may include information as to your character, general reputation, criminal convictions, personal characteristics, and mode of living. You have the right to request that the school completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to the school's Human Resources Department within a reasonable time after you complete this application.

**Please read before signing:**

"In the event of my employment to a position in New Life Christian Academy, I will comply with all rules and regulations as set forth in the policy manual or other communications distributed to school employees. I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that any material omission or misrepresentation of any facts called for is just cause for immediate dismissal. I understand that this application is not intended to create an employment contract, either expressed or implied; that all employees are employees at will (except in the case of an official teacher contract) and either the employee or the school can terminate the employment relationship at any time, for any reason; that the school has the right to change policies, procedures or benefits for any employee in accordance with the needs of the school and church without notice; and prospective employee that is contrary to the foregoing."

I hereby acknowledge that I have read and understood the foregoing disclosure and have answered all questions to the best of my knowledge and I also have read and agree with the school's statement of faith

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Signature

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Date

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