



**LITTLE ROCK
CHRISTIAN
ACADEMY**

**EMPLOYMENT
APPLICATION**

Please return completed form to:
Mr. Eric Schmidt
Little Rock Christian Academy
19010 Cantrell Road
Little Rock, AR 72223

Date _____

Position Desired Environmental Services

Date Available _____

PERSONAL DATA:

Miss ___ Mrs. ___ Mr. ___ Name _____ Social Security Number _____

Home Phone _____ Work Phone _____

Address _____ City _____ State _____ Zip _____

How long have you lived at this address? _____ months/years Email _____

Single ___ Engaged ___ Married ___ Separated ___ Divorced ___ Remarried ___ Widow(er) ___

Spouse's Name _____ Please attach explanation if separated, divorced or remarried.

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? Yes ___ No ___

If yes, explain _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, child abuse, moral turpitude or any felony? Yes ___ No ___

If yes, explain _____

EDUCATION DATA:

Name of High School _____ Location _____

Date Diploma Issued _____

Business College _____

Name of College/University _____

Dates of attendance _____ Degree and date _____

JOB DATA:

1. ____ Typing (Speed) WPM ____
2. ____ Bookkeeping
3. ____ Copy Machines
4. ____ Accounts Payable
5. ____ Accounts Receivable
6. ____ Receptionist
7. ____ Writing & Editing
8. ____ Supervisor
9. ____ Computers
10. ____ Experience with children (What capacity) _____
11. ____ Payroll
12. ____ First Aid
13. ____ General Maintenance
14. ____ Custodial
15. ____ Volunteer Coordinator
16. ____ Landscaping/Lawn Care
17. ____ Substitute Teaching
18. ____ Coaching
19. ____ Other

PREVIOUS WORK EXPERIENCE:

Please list experiences which you feel qualify you for the position you are seeking. Begin with most recent experience and proceed in reverse chronological order.

REFERENCE DATA:

Please give the names, addresses, telephone numbers, and occupations of at least four references (spiritual, professional, personal) including current pastor, current and former supervisors.

Name	Address	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DOCTRINAL STATEMENT

Please carefully read our Doctrinal Statement and indicate below your degree of support.

A. We believe that the Bible, consisting of 66 books of the Old and New Testaments, verbally inspired, free from error in doctrine, fact and ethic, and inerrant in the original writings, is the Word of God and the only infallible and authoritative rule of faith and practice.

B. We believe in the Holy Trinity, one God eternally existent in the three persons – Father, Son, and Holy Spirit – the same in substance, equal in power and glory

C. We believe in the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of God the Father, and His personal physical return in power and glory.

D. We believe that God created man in His own image but that through sin, man brought upon himself and his posterity not only physical death, but also spiritual death which is separation from God; that all human beings by physical birth possess a sinful nature.

E. We believe that the salvation of lost and sinful man is a free gift of God's grace apart from works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received by trusting in Christ's finished work on the cross, and that this salvation is eternally secured to all believers.

F. We believe in the present ministry of the Holy Spirit, by Whose indwelling upon salvation the Christian is enabled to live a godly life; that it is incumbent upon every believer to walk worthy of his calling – to walk after the Spirit and not after the flesh.

G. We believe in the resurrection of the body of both the saved and the lost – they that are saved to the resurrection of life everlasting and they that are lost to the resurrection of eternal damnation.

H. We believe in the spiritual unity of believers in the Lord Jesus Christ.

I fully support the Statement as written without mental reservations.

Signed _____ Date _____

I support the Statement 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.

Signed _____

APPLICANT'S CERTIFICATION AND AGREEMENT:

I understand that this school does not discriminate in its employment practices against any person because of age, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S. as well as conditioned on the results of pre-employment drug screening.

I also recognize, understand, and adhere to the moral and ethical standards and mandates of this school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality; verbal, physical or sexual abuse as defined by scripture and state law.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize this school to inquire about my work and personal history and to verify all data given for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me. Pursuant to this application only, I release any person, organization or company from liability, claims or damages that may directly or indirectly result from the use, disclosure, or release of any such information, whether this information is favorable or unfavorable to me. I further waive the right to ever personally view any references given.

I, the undersigned, affirm the accuracy of all responses set forth in this application.

Signature _____

Date _____



AUTHORIZATION/CONSENT

During the application process and at any time during the tenure of my employment/service with Little Rock Christian Academy (LRCA), I hereby authorize ChoicePoint Services Inc., on behalf of LRCA to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Applicant/Employee Signature

Date

_____-_____-_____
Social Security Number *

Date of Birth *

Printed Name _____

Street Address _____

City, State, Zip _____

* For identification purposes only

BACKGROUND VERIFICATION DISCLOSURE

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact ChoicePoint during normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person at ChoicePoint's office at the address listed above. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want ChoicePoint to disclose to or discuss your information with this third party, you may be required to provide a written statement granting ChoicePoint permission to do so.
2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.
3. By telephone, if you have previously made a written request and provided proper identification.

ChoicePoint has trained personnel to explain any information that is furnished to you and to explain any information that is coded.

Employer please note: If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.