

# *Bethel Christian Academy*

P.O. Box 406 / 8455 Savage-Guilford Road  
Savage, Maryland 20763  
(301)725-4673

## **APPLICATION for NON-TEACHING STAFF**

TO APPLICANT: We deeply appreciate your interest in seeking employment with Bethel Christian Academy. A clear understanding of your background and work history will aid us in placing you in the position that best meets our needs and your qualifications. Complete and return this form, along with one copy of your college transcripts. If we have a position available for which you are qualified, we will contact you for a personal interview.

### **Personal Information**

(Please Print Clearly)

Full Name: \_\_\_\_\_

SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Sex:  Male  Female

Application date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date available \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

City

State

Zip Code

Telephone: Days \_\_\_\_\_ Evenings \_\_\_\_\_

Cell #: \_\_\_\_\_ Best time to call you? \_\_\_\_\_

Length of time at the above address? \_\_\_\_\_

Permanent address and phone number if different than present address:

Please list any additional addresses where you have resided at any time during the past five years:

Name of friends and/or relatives employed by this school: \_\_\_\_\_

Position held: \_\_\_\_\_

Have you ever applied/worked at this school before?  YES  NO

If yes, when? \_\_\_\_\_

---

---

## POSITION DESIRED

---

---

Please indicate the position for which you are applying.

- Office Staff (receptionist, secretary, admin. assistant, accounting, nurse)
- Kitchen Staff
- Custodial Staff
- Extended Care Staff

Full-time     Part-time     Temporary     Substitute    Salary desired: \_\_\_\_\_

Please list activities or sports that you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels.)

---

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

---

Can you submit verification of your legal right to work in the U.S.?       YES  NO

---

---

## CHRISTIAN BACKGROUND

---

---

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

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

I fully support the Statement as written without mental reservations.

I support the Statement except for the areas(s) listed and explained on a separate sheet of 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 authority in all matters of faith, truth, and conduct?       YES       NO

What do you believe about the origin of the earth and mankind?

---

What is your church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

---

---

## EDUCATION

---

---

Please attach photocopies of all post-secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

Diploma/Degree	Issuing Institution	Date Received	Major/Minor

---

---

## PERSONAL PHILOSOPHY

---

---

On a separate sheet of paper please answer the following questions in one or two paragraphs.

- A. Describe your personal work ethic.
- B. Why do you wish to work in a Christian school?
- C. What areas do you feel are your strengths? Weaknesses?
- D. Please summarize any additional information that you would like to present regarding your candidacy for this position.

---

---

## EMPLOYMENT HISTORY

---

---

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on a separate sheet of paper.

1. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name & Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
Beginning/Ending Salary \_\_\_\_\_
2. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name & Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

- Beginning/Ending Salary \_\_\_\_\_
3. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's Name & Phone Number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_  
 Beginning/Ending Salary \_\_\_\_\_
4. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's Name & Phone Number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_  
 Beginning/Ending Salary \_\_\_\_\_
5. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's Name & Phone Number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_  
 Beginning/Ending Salary \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

\_\_\_\_\_

**PERSONAL REFERENCES**

Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first. (Do not list family members or relatives for references.)

	Name	Address	Phone	Position
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Give three references that are qualified to speak of your academic training and/or work experience. List your current or most recent supervisor first.

	Name	Address	Phone	Position
1.	_____	_____	_____	_____
	_____	_____	_____	_____
2.	_____	_____	_____	_____
	_____	_____	_____	_____
3.	_____	_____	_____	_____
	_____	_____	_____	_____

---

---

## APPLICANT'S CERTIFICATION AND AGREEMENT

---

---

I understand that **Bethel 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 **Bethel 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.

I authorize the school to conduct a criminal records check. 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 and MVA records. 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 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