



First Baptist Academy

1401 Pat Booker Road
Universal City, TX 78148
Phone: 210-658-5331
Fax: 210-658-7024

NON-ACADEMIC EMPLOYMENT APPLICATION

Your interest in First Baptist Academy is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you and contact your references. If we have continued interest in your candidacy, we will contact you and arrange for a personal interview.

We realize that the key to a successful Christian School is its faculty. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We also believe that as God commands in Deut.6 children should be taught the truth of God's Word in weekday education. Therefore, it is understood that every applicant desires their children to be educated in the same Christian environment in which they are applying if the Academy has the appropriate grades and programs.

It is of utmost importance that the following ethics and professionalism is practice by all employees.

No employee of FBA will engage in activities that would use students as possible contacts for commercial sales or financial gain.

No employee of FBA will smoke or drink in the presence of the students, on church property, at school functions or in the presence of students at any time.

No employee will exhibit any sexual misconduct to include but not limited to premarital, extramarital, co-habitation with the opposite sex or any homosexual life styles.

We expect all employees to develop a close kinship and love for the First Baptist Church and the Academy, its staff and faculty, students, and school families. Loyalty and confidentiality brings honor to God.

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: _____/_____/_____ Date available: _____/_____/_____

Present address: _____

Email: _____

Phone: Days (____) _____ Evenings (____) _____ Cell (____) _____

Best time to call you? _____ Length of time at this 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:

B. POSITION DESIRED

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

() Accounting/Bookkeeping () Development () Office Staff () Administration

() Admissions () Food Services () School Nurse () Athletics Administration

() Transportation () Information Mgt./IT () Other

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

Can you submit verification of your legal right to work in the US? Yes ___ No ___

What would you like to be doing five years from now?

C. CHRISTIAN BACKGROUND

* **In your own handwriting**, on separate paper, briefly give 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 ___

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

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.

Please summarize any additional information that you would like to present regarding your candidacy for this position.

In space provided, please summarize your philosophy of Christian education.

D. PERSONAL INFORMATION

Name of spouse _____ Occupation _____

Number of children _____ Ages _____

Names and grades entering

E. PROFESSIONAL QUALIFICATIONS

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

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____

Your Major(s) _____

Your Minor(s) _____

Cumulative grade point average Bachelor's _____ Graduate work _____

Nursing applicants: Please include your nursing license number _____ and how your name is registered with the Board of Nursing _____.

If you do not hold a certificate, what requirements do you lack? _____

*** Please attach photocopies of any certificates held.**

List any conferences or seminars that you have led or participated in recently. _____

F. PERSONAL PHILOSOPHY

*** On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

- A. Why do you wish to be employed in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What is your philosophy of discipline? Your attitude toward physical punishment?
- D. What areas do you feel are your strengths? Weaknesses?
- E. What do you believe about the origin of the earth and mankind?
- F.. First Baptist Academy is an outreach ministry of First Baptist Church; therefore, enrollment is open to more than one denomination. How would you handle a child's question if you knew that it was theologically controversial and the family's church held to a different viewpoint than your own?

- G. How well do you feel that you get along with your peers?
- H. Have you ever led a child or youth to Christ?
- I. If married, is your spouse supportive of you being employed in a Christian school?
- J. You have read our Statement of Faith. Do you strongly hold any doctrines that are not in that statement (e.g., instrumental music should not be a part of a worship service, you should not eat pork)? If yes, please list and describe.

G. Personal Interests

List memberships, offices, and honors obtained in:

High school _____
 College _____
 Currently _____

H. 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 the reverse.

1. Position _____ Dates of Employment _____
 Address _____

Supervisor's Name and Phone Number _____
 Reason for leaving _____

2. Position _____ Dates of Employment _____
 Address _____

Supervisor's Name and Phone Number _____
 Reason for leaving _____

3. Position _____ Dates of Employment _____
 Address _____

Supervisor's Name and Phone Number _____
 Reason for leaving _____

4. Position _____ Dates of Employment _____
 Address _____

Supervisor's Name and Phone Number _____
 Reason for leaving _____

5. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

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

Have you served in the military? Yes ___ No ___. If yes, what type of training or
education did you receive?

Are you holding or have you already signed a contract for next year with any other
educational institution? Yes ___ No ___

I. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the
Reference Release Form that is attached and return it with this application.

Give three references who are qualified to speak of your spiritual experience and
Christian service. **List your current pastor first.**

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

Give three references who are qualified to speak of your professional training and
experience. **List your current or most recent principal or supervisor first.**

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

J. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that First Baptist 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 First Baptist 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. 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 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

**FIRST BAPTIST ACADEMY OF UNIVERSAL CITY
FIRST BAPTIST ACADEMY
STATEMENT OF FAITH**

We believe in the Scriptures of the Old and New Testaments as the only inspired Word of God, and that they are the supreme and final authority of faith and life.

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all beings are born with a sinful nature.

We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His personal, and imminent return.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.

I have read the above statement of faith of First Baptist Academy and understand that these beliefs will be taught to my child.

Signed: _____ Date: _____

FIRST BAPTIST ACADEMY OF UNIVERSAL CITY

A Ministry of First Baptist Church of Universal City

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with First Baptist Academy of Universal City. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all other matters related to my suitability for employment.

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 First Baptist Academy of Universal City, 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 First Baptist Academy of Universal City.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (Print)

Date

Applicant's Signature

Applicant's Social Security Number

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