



Freedom Christian Academy

505 Ward Ave, Erskine, MN 56535 | Phone: (218) 687-3733

Email: fca@fcaerskine.org | Website: fcaerskine.org

Employment Application

General Information

Application Date: _____ Position Applied For:

Date Available: _____ Type of Employment: ☐ Full-time ☐ Part-time ☐ Substitute

Full Name:

—

(Last, First, Middle Initial)

Address:

—

(Street Address/PO Box, City, State, Zip Code)

Emergency Contact

Name: _____ Relationship: _____

Phone (Home): _____ Phone (Cell): _____

Email: _____

SSN: _____ License No: _____ Phone: _____

Previous Addresses (Last 5 Years):

Legal right to work in U.S.? ☐ Yes ☐ No

Can you provide proof of citizenship? ☐ Yes ☐ No

How did you hear about us? _____

Employment History

List your present or most recent position first, covering the last seven years (including self-employment or unemployment).

May we contact your present employer? ☐ Yes ☐ No

Employer Name: _____ Phone: _____

Address: _____

—

Supervisor: _____ Title: _____

Position: _____ Salary/Wages: _____

Dates Employed: From _____ To _____ Reason for Leaving: _____

Major Duties: _____

FCA does not discriminate in employment on the basis of gender, race, national or ethnic origins, age, or disability; nor does FCA discriminate in enrollment or in the provisions of its programs and services on the basis of gender, race, or national or ethnic origins.

Name of Employer _____

Address of Employer _____

Supervisor's Name and Title _____

Phone No. _____ Position _____

Describe major duties _____

Employed from _____ to _____ Total months/years _____ Salary/Wages _____

Reason for leaving _____

Name of Employer _____

Supervisor's Name and Title _____
Phone No. _____ Position _____
Describe major duties _____
Employed from _____ to _____ Total months/years _____ Salary/Wages _____
Reason for leaving _____

—

Name of Employer _____
Address of Employer _____
Supervisor's Name and Title _____
Phone No. _____ Position _____

Describe major duties _____
Employed from _____ to _____ Total months/years _____ Salary/Wages _____
Reason for leaving _____

—

Professional Qualifications

Please attach copies of all post-secondary transcripts.

Please list the degree(s) you hold:

DEGREE DATE RECEIVED ISSUING INSTITUTION

—

Your major _____ Your minor _____

Cumulative grade point average: Bachelor's _____ Graduate work _____

Please list sequentially your teaching experience with most recent position first:

NAME OF SCHOOL GRADE(S) OR SUBJECT(S) TAUGHT DATES

Do you have a state teaching certificate? _____ Yes _____ No

Type of certificate _____ State _____ Remains valid for _____ years

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

—

Christian Background & Philosophy

Please carefully read the attached Statement of Faith and indicate your degree of support:

_____ I fully support the Statement of Faith for FCA as written, without mental reservations.

_____ I support the Statement of FCA except for the area(s) listed and explained on a separate piece of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Please respond to the following questions:

1. 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

3. What is your local church affiliation? _____

4. In what church activities are you involved and with what degree of regularity?

_ 5. What other Christian service have you done since becoming a Christian?

—

6. In one or two paragraphs, describe your personal relationship with and commitment to Jesus Christ.

7. Briefly describe your philosophy of Christian education.

8. Why are you interested in a position at FCA?

9. What is your preferred subject to teach?

10. Please list any additional information on a separate piece of paper that you would like to present regarding your candidacy for this position.

References & Credentials

Please attach a copy of your resume and credentials.

References

Please list three references (not family members or relatives) who are qualified to speak of your spiritual experience and Christian service.

Reference 1

Name: _____ Company/Organization: _____

Relationship: _____ Phone/Email: _____

May we contact this reference? ☐ Yes ☐ No

Reference 2

Name: _____ Company/Organization: _____

Relationship: _____ Phone/Email: _____

May we contact this reference? ☐ Yes ☐ No

Reference 3

Name: _____ Company/Organization: _____

Relationship: _____ Phone/Email: _____

May we contact this reference? ☐ Yes ☐ No

Certification & Agreement

I understand that FCA I does not discriminate in its employment practices against any person because of gender, race, national or ethnic origin, age, or 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 FCA 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 FCA 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 FCA 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 to FCA, 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 FCA.

Since I will be working with children, I understand that I must submit a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording fingerprints as necessary for such an investigation. I authorize FCA to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from FCA is conditioned upon the receipt of background information, including the criminal background information. FCA may refuse employment or terminate conditional employment if it deems any background information unfavorable or that it could reflect adversely on FCA 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.

Applicant's Name (Print) _____ **Date** _____

Applicant's Signature _____