



Emmanuel Christian Academy

2177 Emmanuel Way, Springfield, Ohio 45502
Website: www.ecaoh.com CEEB: 364-776

Phone: 937.390.3777

Fax: 937.390.0966

Employment Application

Your interest in Emmanuel Christian Academy is appreciated. We realize that the key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who love children, and who, by the pattern of their lives, exemplify Christ. We invite you to fill out this application and return it to the school office. If an opening occurs for which it appears you may qualify, we will request further information.

Thank you for your interest in the ministry of Emmanuel Christian Academy. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Application For:

Faculty Administration Staff Special Education General
 Substitute Custodial Coach Lion's Den

Position Desired (Grade Level/Subject Specific): _____

Applicant Information:

Application Date: _____ Availability Date: _____

Name: _____
First Middle Last

Present Address: _____
Street / Apt

City State Zip Code Phone: _____

Email: _____

Church Affiliation: _____

Education:

List name of college or university	Degree or Diploma (BA, MA, etc.)	Major

Teaching Certification/Licensure: License # _____ Expiration Date: _____

Specific Areas of Certification: _____

Interested in the following:

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Coaching Sports (specify) | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Student Government |
| <input type="checkbox"/> Music | <input type="checkbox"/> Photography | <input type="checkbox"/> Art |
| <input type="checkbox"/> Yearbook | <input type="checkbox"/> Debate | <input type="checkbox"/> Library |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Office Work | <input type="checkbox"/> Gospel Team |
| <input type="checkbox"/> Other (specify) _____ | | |

Experience in these areas: _____

Work Experience:

Please attach a resume to this application with educational and work history. Include employer, position, dates of employment, address, supervisor’s name and phone number, and your reason for leaving.

Spiritual Background:

Briefly describe your salvation experience. Please use the back of this sheet if needed.

Describe your church involvement during the last 12 months.

Personal Philosophy:

Why do you wish to teach/work in a Christian school?

For Faculty and Administration Positions Only:

All other applicants continue to Statement of Faith.

Any formal or informal Bible training?

What do you consider to be the proper classroom atmosphere for learning?

Please write your philosophy of education and attach it to this application.

Qualifications and Expectations of Emmanuel Christian Academy Employees: (Please read carefully.)

Qualifications – To be eligible for employment at Emmanuel Christian Academy, a teacher or administrator must possess the following qualifications:

- Must have a personal relationship with Jesus Christ.
- Must be a member in good standing at an evangelical church.
- Must have strong academic qualifications.
- Must hold, or be able to obtain within a reasonable period of time, a valid teaching certificate in the subject area in which employment is sought.
- Must be sufficiently healthy to carry out effectively the responsibility of the position.
- Must be willing to sponsor or assist in sponsoring reasonable extracurricular activities.
- Must be supportive of the Statement of Faith of Emmanuel Christian Academy.
- Must have a minimum of four references, including spiritual, professional, and friend.

Expectations – The teacher or administrator must possess and fulfill the following attributes and expectations:

- Must have a strong Christian commitment.
- Must believe in the inerrancy of the Bible.
- Must believe in God as Creator of all.
- Must maintain Christian growth through consistent prayer, Bible study, and active involvement in a Bible-believing, evangelical local church.
- Must agree with and abide by Biblical standards regarding sexual behavior, including promiscuity, homosexuality, or other forms of sexual immorality.
- Must communicate thoughts clearly and precisely, using correct pronunciation, grammar, and word usage.
- Must produce legible, neat, and error-free correspondence.
- Must exhibit in-depth knowledge of subject area.
- Must continue professional growth through educational opportunities.
- Must have appropriate, professional appearance.
- Must be punctual in attendance and completion of assignments.
- Must develop a positive rapport with students.
- Must project authority and maintain student discipline.
- Must work well with colleagues.
- Must work with people of other races, nationalities, and denominational beliefs.
- Must develop positive school-home and school community relationships.
- Must adhere to administrative directives and to school policies and procedures.

After reading the above “Qualifications and Expectations of Emmanuel Christian Academy Employees,” please answer whether there is any reason why you might be unable to perform these job duties consistently and promptly.

____ Yes ____ No

If “yes,” please explain: _____

Statement of Faith:

Emmanuel Christian Academy was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. The following statement of faith and practice are held by every Emmanuel Christian Academy employee and school family:

- I believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God. (II Tim. 3:16, II Peter 1:21)
- I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Gen. 1:1, John 10:30, Jon 10:37-38)
- I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isa. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, Heb. 7:25, John 2:11, Heb. 9:12, Eph. 1:7, Col. 1:14, John 11:25, Acts 1:11, Rev. 19:11-16)
- I believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. (Rom. 3:19, John 3:16-19, Eph. 2:8 - 10, Titus 3:5-6)
- I believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Eph. 5:18, Eph. 4:30, I Cor. 3:16. I Cor. 6:19 -20)
- I believe in the resurrection of both the saved and the lost. They who are saved unto eternal life and they who are lost unto eternal damnation. (John 5:28 - 29)
- I believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9, I Cor. 12:12 - 13, Gal. 3:26 - 28)
- I believe in the creation of man by the direct act of God. (Gen 1:26 - 28; Gen. 5:1 - 2)

Vision:

The vision of Emmanuel Christian Academy is to educate children from diverse socio-economic backgrounds, imparting excellence in academic standards while also developing solid moral character. The governing Board of Trustees of Emmanuel Christian Academy seeks to glorify Christ in every aspect of the school and in the fulfillment of all their commitments. In doing so, they seek and desire to provide a quality education in an environment that encourages biblical standards for all aspects of the student's educational experience.

Mission Statement:

Emmanuel Christian Academy is a Christ-centered learning community that exists to educate students of Christian families and prepare them for God's calling.

Do you fully support the above, as written, without reservation? _____

If no, please explain: _____

References:

Pastoral or Spiritual – Pastor of the church you're attending or a person that knows you spiritually.

Name: _____ Address: _____

Phone: () _____ Email: _____

Professional – Someone who has supervised your work, preferably in education.

Name: _____ Address: _____

Phone: () _____ Email: _____

Professional – Someone who has supervised your work, preferably in education.

Name: _____ Address: _____

Phone: () _____ Email: _____

Friend – A person who has known you for years (not a relative).

Name: _____ Address: _____

Phone: () _____ Email: _____

Authorization to Release Reference Information:

I have made application for a position as a _____ with Emmanuel Christian Academy. I have authorized the school to thoroughly investigate my references, work records, evaluations, education, and 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 Emmanuel Christian Academy, 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 Emmanuel Christian Academy.

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

Applicant's Name (Print)

Signature of Applicant Date

Personal Information:

I understand that any offer of employment is conditioned on the proof of legal authority to work in the United States and acceptable background report.

____ Yes ____ No

Applicant's Certification and Agreement:

I understand that **Emmanuel Christian Academy** does not discriminate in its employment practices against any person because of race, color, gender, national or ethnic origin, or handicap in the hiring of its certified or non-certified personnel.

I hereby certify that the facts set forth in this initial 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 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 that I will be paid and received benefits only through the day of release.

I authorize Emmanuel Christian Academy to thoroughly investigate references, work records, evaluations, education, and 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 Emmanuel Christian Academy, 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 Emmanuel Christian Academy.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possible other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for such an investigation. I authorize Emmanuel Christian Academy to conduct a criminal records check.

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 understand the above statements.

Signature of Applicant

Date

Thank you for applying to Emmanuel Christian Academy!