



***Altus Christian Academy***  
**Teacher Assistant Application**

Your interest in Altus Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify you and set up an interview. We will also contact your references.

We realize that the key to a successful Christian school is its staff. 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 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: \_\_\_\_\_

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

\_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

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

\_\_\_\_\_

**B. POSITION DESIRED**

Full time \_\_\_ Part time \_\_\_

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

\_\_\_\_\_

Please list activities or sports with which you would be capable and willing to assist. (Indicate grade or ability levels). \_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

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

Please carefully read our Statement of Faith (at the end of the application) 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.

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?

\_\_\_\_\_  
\_\_\_\_\_

**D. PROFESSIONAL QUALIFICATIONS**

\* Please attach photocopies of all your 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.

What degree(s) or certificates do you hold?

Degree/certificate	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____

Your Major(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_

Cumulative grade point average Associate's \_\_\_\_\_ Bachelor's \_\_\_\_\_

Sequentially list your teaching experience or experience in working with children with most recent first.

Organization	Grades or Ages	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have an ACSI Teaching Certificate/Credential? \_\_\_\_\_

Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Endorsement(s) \_\_\_\_\_ List semester hours in endorsement area(s) \_\_\_\_\_

**\* Please attach photocopies of any certificates/credentials held.**

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? Yes No

Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? • Yes • No

Have you ever been convicted of a felony? • Yes • No

If you answered yes to any of the previous three questions, please explain on a separate sheet of paper and attach it to this application.

Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? • Yes • No If yes, please explain: \_\_\_\_\_

**E. 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 \_\_\_\_\_

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?

\_\_\_\_\_

**F. REFERENCES**

Do not list family members or relatives for references.

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

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

**G. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Altus 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 Altus 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.

Since I will be working with children, I understand that I must submit to a background check. I agree to fully cooperate in providing any information necessary for such an investigation. 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 that no employment is being offered at this time.

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

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Signature of Applicant

Date

## Altus Christian Academy

### Statement of Faith

The following statements reflect the core beliefs at Altus Christian Academy. Educational as well as operational decisions will be based on these fundamental ideas. Families, students, and staff will be expected to abide by school policies and procedures based on these statements. We believe...

1. the Bible is the inspired, inerrant word of God and through knowledge of the Scriptures people can be equipped for a productive, Christ-honoring life (2 Timothy 3:16-17)
2. the one God exists in three forms: God the Father, God the Son, and God the Holy Spirit (Matthew 28:19; 2 Corinthians 13:14)
3. God created the heavens and the earth (Genesis 1:1) and created people in His image (Genesis 1:26-27)
4. in the deity of Jesus (John 10:30)
5. Jesus was born of a virgin (Matthew 1:23); lived a sinless life (Hebrews 4:15); died so that people, all of whom have sinned (Romans 3:23), could be reconciled to God (Colossians 1:21); was resurrected from the dead (Matthew 28:6); ascended to the Father and will return someday (Acts 1:9-11)
6. people are saved by God's grace through faith, not by deeds (Ephesians 2:8-9)
7. the saved will receive eternal reward and the lost will receive eternal punishment (Romans 6:23)
8. the Holy Spirit indwells each believer and spurs us on to holy living (1 Corinthians 3:16; Galatians 5:22-23)
9. that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)
10. Statement on Marriage, Gender, and Sexuality: We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Altus Christian Academy, and to provide a biblical role model to the school's constituents and the community, it is imperative that all persons employed by ACA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark

12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Altus Christian Academy.

Because ACA is an independent school (not affiliated with a particular group), it does not engage in teaching specific doctrines. Questions or issues that are denominational in nature will be referred to the parents for clarification within the family.

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Altus Christian Academy's faith, doctrine, practice, policy, and discipline, our board of directors is ACA's final interpretive authority on the Bible's meaning and application.

I hereby affirm my agreement with and adherence to Altus Christian Academy's Statement of Faith.

Staff member name (print) \_\_\_\_\_

Staff member signature \_\_\_\_\_

Date \_\_\_\_\_

## Background Check Authorization

**Print Name:**

\_\_\_\_\_

(First)

(Middle)

(Last)

**Former Name(s) and Dates Used:**

\_\_\_\_\_

**Current Address Since:**

\_\_\_\_\_

(Mo/Yr)

(Street)

(City)

(Zip/State)

**Previous Address From:**

\_\_\_\_\_

(Mo/Yr)

(Street)

(City)

(Zip/State)

**Social Security Number and Date of Birth:**

\_\_\_\_\_

**Drivers License Number/State:**

\_\_\_\_\_

**Email Address and Telephone Number:**

\_\_\_\_\_

(Email)

(Telephone Number)

The information contained in this application is correct to the best of my knowledge. I hereby authorize Altus Christian Academy and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Altus Christian Academy or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

\*\*Altus Christian Academy and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Notice to California, Minnesota and Oklahoma Residents:**

Please check the box below if you wish to receive a copy of a consumer report that is requested.

I wish to receive a copy of any Background Check Report on me that is requested.