



North Fork Christian Academy

Employee Application

Personal Information

Name (Last, First, MI)

Address

State, City, Zip

*Date of Birth

Email Address

Cell Phone Number

Social Security Number

Home Phone Number

Driver's License Number/State/Expiration

*This information is required for identification purposes only and is not used in any manner as a qualification in employment decisions. NFCA complies with all applicable state and federal employment laws.

Employment Desired

Position Applied For

How did you hear about this position?

Date Available For Work

Education

List highest level of education and associated degrees.

List any seminars, classes, or other education not listed above which may help qualify you for this position.

List any musical abilities, certifications, or other talents that you would be willing to use in accordance with your work position.

Employment History

List below all present and past employers over the past three years, starting with your current or most recent employer. Account for all periods of unemployment. You must complete this section, even if attaching a resume.

May we contact your current employer?

Yes

No

1)

Employer (current)	Start Date	End Date
Address	Job Position	Essential Job Functions
City, State, Zip	Supervisor	
Phone	Supervisor's Email	
Email		

2)

Employer	Start Date	End Date
Address	Job Position	Essential Job Functions
City, State, Zip	Supervisor	
Phone	Supervisor's Email	
Email		
Reason(s) for leaving		

3)

Employer	Start Date	End Date
Address	Job Position	Essential Job Functions
City, State, Zip	Supervisor	
Phone	Supervisor's Email	
Email		
Reason(s) for leaving		

4)	Employer	Start Date	End Date
	Address	Job Position	Essential Job Functions
	City, State, Zip	Supervisor	
	Phone	Supervisor's Email	
	Email		
Reason(s) for leaving			
5)	Employer	Start Date	End Date
	Address	Job Position	Essential Job Functions
	City, State, Zip	Supervisor	
	Phone	Supervisor's Email	
	Email		
Reason(s) for leaving			

Please list below the most valuable lesson(s) learned from employment.

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Periods of unemployment			
	Start Date	End Date	Reason?
1)			
2)			
3)			
4)			

Additional Information

Do you consider yourself a follower of Jesus. If yes, please share your testimony below.

Do you believe that the Bible teaches basic principles of submission to authority? If yes, please provide some of your thoughts on biblical authority.

If hired, do you agree to support our Statement of Faith?	Yes	No
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If hired, do you agree to attend and support First Baptist Church of Hotchkiss?	Yes	No
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Have you ever been convicted of a felony or misdemeanor?	Yes	No
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Have you ever been arrested for sexual misconduct with a minor?	Yes	No
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Have you been convicted of any sex crime?	Yes	No
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Have you ever been arrested for physically abusing a minor?	Yes	No
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Have you ever tested positive for HIV/AIDS?	Yes	No
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Have you used illegal narcotics or marijuana within the last 5 years?	Yes	No
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Have you ever been treated for a narcotic addiction?	Yes	No
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Have you had an alcoholic drink within the last 3 years?	Yes	No
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Have you ever been tested for alcohol abuse?	Yes	No
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*If you answered "Yes" to any of these questions, please provide additional explanation in the space provided on page 6.

Identify former job training that relates to this position.

Identify skill and certifications that you possess that relate to this position.

Describe what you believe are the most unique features of your work history.

References

List below three persons, not related to you, who have knowledge of your work performance in the last three years.

Name	Occupation
Company Name	Phone
Address	
Email Address	Relationship and years acquainted

Name	Occupation
Company Name	Phone
Address	
Email Address	Relationship and years acquainted

Name	Occupation
Company Name	Phone
Address	
Email Address	Relationship and years acquainted

Statement of Understanding and Authorizations

Please, read each statement closely and initial each, acknowledging your understanding.

Equal Employment Opportunity Statement

NFCA is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with all Federal, State, and Local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. NFCA desires to maintain a work environment that is free of sexual harassment and discrimination due to race, color, national origin, physical or mental disability, age, or any other status protected by Federal, State, or Local laws. NFCA will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee, unless undue hardship would result for NFCA.

NFCA is organized for religious purposes and is substantially controlled and supported by a religious body, First Baptist Church of Hotchkiss. Consequently, NFCA enjoys an exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964 concerning religious discrimination in employment. We further reserve the right to discriminate or designate any position based on religion or gender when a bona fide occupational qualification exists.

Discrimination and Sexual Harassment Policy Statement

NFCA will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made, whether explicitly or implicitly; (2) submission to an action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Complete and Accurate Information Statement

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge, if I am employed, regardless of the time elapsed before discovery.

At-Will Employment Statement

_____ I understand and agree that if I am employed, my employment will be “at-will,” which means that NFCA may terminate the employment relationship at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded, and that no promise or representation contrary to the foregoing is binding on NFCA, unless made in writing and signed by NFCA’s authorized representative.

Testing Authorization Statement

_____ If offered a position with NFCA, I hereby agree to any legally permitted physical, psychological, skill, drug, or medical test required by NFCA as a condition of employment.

Investigation Authorization Statement

_____ I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references, and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving, and criminal background.

Ministry Obligation Statement

_____ I understand and agree that NFCA’s acceptance of this job application does not mean that a position for which I am qualified is open or that the ministry has agreed to hire me. I understand that NFCA is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM, IF EMPLOYED BY NORTH FORK CHRISTIAN ACADEMY (NFCA).

Signature

Date