



“...that they might be called trees of righteousness”

Application Professional/Administrative

APPLICANT NAME & ADDRESS

Full Name: _____

Application Date: ___/___/___ Date Available: ___/___/___

Present Address: _____

Email Address: _____

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

POSITION DESIRED

Position applying for _____

How did you learn about this job position?

Can you submit verification of your legal right to work in the U.S.? Yes ____ No ____

PERSONAL BACKGROUND

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes ____ No ____

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer’s sexual misconduct or harassment policy? Yes ____ No ____

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? 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 guilt and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes ____ No ____

If you answer “Yes” to any of the above questions, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment.



HOUGHTON ACADEMY

CHRISTIAN BACKGROUND

On separate paper, please briefly give your Christian testimony, including your current faith-walk. Please include areas of Christian service, devotional life, church-life, and other relevant information.

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 ____

Please carefully read our Statement of Faith and indicate below your degree of support. If you strongly hold any doctrines that are not on the statement, please explain in your Christian background paper.

____ I fully support the Statement as written without reservations.

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

PROFESSIONAL QUALIFICATIONS

Please attach copies of your resume and university transcripts (if not previously submitted). Should you be considered as a finalist for a position, official copies of your university transcripts will be required to be submitted for inclusion in your personnel file.

PERSONAL REFERENCES

Give three references (non-family) that are qualified to speak of your spiritual experience and Christian service, List your current pastor/overseer first.

Name	Position	Phone	Email
1. _____			
2. _____			
3. _____			
4. _____			

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

Name	Position	Phone	Email
1. _____			
2. _____			
3. _____			
4. _____			



HOUGHTON ACADEMY

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Houghton Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

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

I authorize Houghton 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 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 Houghton 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 Houghton Academy.

As I will be working with children, I understand that I must submit to a background check by the FBI and possibly 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 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 contract is being offered at this time.

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

Signature of Applicant

Date



STATEMENT OF FAITH

We believe:

That the scriptures of the Old and New testaments are fully inspired of God, and inerrant in the original writings, and that they are of supreme and final authority for faith and practice.

That there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.

That God created man and the entire universe by special operation of divine power.

In the fall of man and the consequent sinful nature of all mankind which necessitates a divine atonement.

In Jesus Christ as truly God and truly man, and in His virgin birth, His matchless teachings, His vicarious death, His bodily resurrection, and His promised second coming.

In justification by grace through faith and in regeneration by the Holy Spirit, who makes the penitent believer a new creature in Christ and commences His lifelong sanctifying work.

That the Christian may be filled with the Holy Spirit, or sanctified wholly, as a definite act of divine grace wrought in the heart of the believer to take full possession, cleanse and equip for service on condition of total surrender and obedient faith.

In the personal existence of Satan.

In the bodily resurrection of the dead, of the saved to everlasting blessedness and of the lost to everlasting punishment.

DECLARATION OF MORAL INTEGRITY

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at **Houghton Academy**, I recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. All employees agree that the Scripture dictates standards of sexual behavior and expectations. Any promiscuity, homosexuality, deviant sexual behavior, engaging in sexual relations outside the bonds of marriage (including premarital sex, adultery) are forbidden and as such violates the requirement of being a role model. Such deviation from Scriptural standards is grounds for termination.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's printed name

Applicant's signature

Date

Administrator's signature after discussion with applicant

Date