



PLEASANT RIDGE CHRISTIAN ACADEMY

EMPLOYMENT APPLICATION FORM

Applicant Name:

Address:

Phone:

Email Address:

Date Of Application:

Referred By (if applicable):

What position(s) are you applying for?

How did you hear about this position?

On what date can you start working if you are hired?

If needed, are you available to work overtime?

☐ Yes

☐ No

Do you have reliable transportation to and from work?

☐ Yes

☐ No

Are you 18 years of age or older?

☐ Yes

☐ No

Are you a U.S. citizen or approved to work in the United States?

☐ Yes

☐ No

Will you consent to a mandatory controlled substance test?

☐ Yes

☐ No

What days are you available to work?

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

What document can you provide as proof of citizenship or legal status?

Please list below the skills and qualifications you possess for which you are applying:

(Note: Pleasant Ridge Christian Academy complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

*For teacher positions, please email copies of all post-secondary transcripts to info@prcademy.org. If offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

Applicant Education:

High School:

Location (City, State):

Year Graduated:

Degree Earned:

College/University:

Location (City, State):

Year Graduated:

Degree Earned:

Vocational School / Specialized Training:

Location (City, State):

Year Graduated:

Degree Earned:

List professional Certificate(s) currently held:

Are you a member of the Armed Services? ☐ Yes ☐ No

What branch of the military did you enlist?

What was your military rank when discharged?

How many years did you serve in the military?

What military skills do you possess that would be an asset for this position?

Previous Employment:

Please start with your current or most recent employer and work backwards for the past five years. If necessary, you may follow the same format on a separate sheet of paper.

Employer's Name:

Job Title:

Supervisor's Name:

Employer's Address

Employer's Phone:

Dates Employed:

Reason for leaving:

Employer's Name:

Job Title:

Supervisor's Name:

Employer's Address

Employer's Phone:

Dates Employed:

Reason for leaving:

Employer's Name:

Job Title:

Supervisor's Name:

Employer's Address

Employer's Phone:

Dates Employed:

Reason for leaving:

References:

Please provide three references who are qualified to speak of your spiritual experience and Christian service. Do not list family members or relatives for references. List your current pastor first.

Reference:

Contact Phone:

Contact Address:

Contact Position:

Reference:

Contact Phone:

Contact Address:

Contact Position:

Reference:

Contact Phone:

Contact Address:

Contact Position:

Please provide three references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

Reference:

Contact Phone:

Contact Address:

Contact Position:

Reference:

Contact Phone:

Contact Address:

Contact Position:

Reference:

Contact Phone:

Contact Address:

Contact Position:

Additional Information:

You must be a dedicated Christian belonging to a Christian church that is in accordance with the Pleasant Ridge Christian Academy employee manual. Do you belong to a local Christian church?

☐ Yes

☐ No

You must be willing to enroll your children, if applicable, in Pleasant Ridge Christian Academy or have them enrolled in an approved Christian education venue. Will you agree to enroll your children in Pleasant Ridge Christian Academy or an approved Christian education venue?

☐ I Agree

☐ I Disagree

Please carefully read our Statement of Faith 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 & explained below.

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

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

Do you believe that God created the world in six days as presented in Genesis?

☐ Yes

☐ No

Briefly write your Christian testimony:

Senior Pastor's Name:

Senior Pastor's Phone:

Denominational Preference:

What is your church affiliation?

Are you presently a member in good standing?

☐ Yes

☐ No

How many years?

Civil and/or Criminal Involvement:

If you answer “yes” to any of the questions in this section, please email documentation indicating the nature of the suit, offence, date, court, and disposition or other appropriate explanation to info@prcacademy.org. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.

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 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 suspended, discharged, or resigned in lieu of discharge from any position?

☐ Yes

☐ No

Adaptability:

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 you answered “yes” to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting requirements for on-time arrival, attendance, or work schedules?

Our school welcomes employees, volunteers, and students of different nationalities, ethnic backgrounds, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

Please list your hobbies and personal interests.

List any other experience, skills, or qualifications that you believe would assist you in working at our school.

Do you belong to any professional groups or other organizations that you consider relevant to your ability to perform this job?

What periodicals do you read regularly?

APPLICANT'S CERTIFICATION, AGREEMENT, AND REFERENCE FORM

I understand Pleasant Ridge Christian Academy does not discriminate on the basis of race, color, national ethnic origin, gender, age, or qualified disability.

I hereby certify the facts set forth in this application process are true and complete to the best of my knowledge. I understand 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 my release.

I authorize Pleasant Ridge 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 fingerprint 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 is 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 further certify that I recognize, understand, and agree to live by the moral and ethical standards of the school. I further declare that, with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have I been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes homosexual activity and verbal, physical or sexual abuse as defined by Scripture and the state law. I do declare that this statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Pleasant Ridge Christian Academy.

I understand that P.R.C.A. is a smoke free/alcohol/drug free campus.

** P.R.C.A. is committed to a drug-free workplace. All applicants and employees are subject to pre-employment and random drug testing. Illegal use or possession of drugs or alcohol may lead to denial of employment, termination and/or loss of workers' compensation benefits. **

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 Signature:

Date:

A MISSION OF CHRISTIAN EDUCATION

Pleasant Ridge Christian Academy

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Defuniak Springs, FL 32435 prcacademy.org