



GREATER HOULTON
CHRISTIAN
ACADEMY

APPLICATION

Non-Instructional Staff

Dear Applicant:

Greater Houlton Christian Academy exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at GHCA is appreciated. We invite you to fill out this application and return it to our school office along with your résumé. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview. A successful background check through the State of Maine and the Department of Child Protective Services must be conducted before a position will be offered to any candidate.

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. You may send it to: *Head of School, Greater Houlton Christian Academy, 27 School St., Houlton, ME 04730*. 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.

Applicant's Contact Information

Name _____
Last First Middle

Current Address _____
Street

City State Zip

E-Mail Address _____

Cell Phone _____ Home Phone _____ Work _____

Best time to call? _____ Length of time at this address? _____

Permanent address and phone number if different from current address _____

Position Information

1. Position(s) Desired in order of preference: _____

2. Are you currently employed? Yes No If so, may we inquire of your present employer? Yes No

3. Date Available: _____ Desired Pay: \$ _____ per year

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

5. Can you perform the essential functions of this position with or without a reasonable accommodation? Yes No

Christian Background

1. If you have come to personal faith in Jesus Christ as your Savior, please briefly describe your Christian testimony:

2. What is your denominational preference? _____

3. What is your local church affiliation? _____

Are you currently a member in good standing? _____ # Years? _____

Professional Qualifications

Names & Locations of Schools/Colleges/Universities	Dates Attended From / To	Date of Graduation	Degree Earned	Major	Minor
High School:					
Location:					
College / University:					
Location:					
College / University:					
Location:					
Post-Graduate:					
Location:					

1. List any certificates you hold that may help qualify you for employment.

2. List any job-related skills you possess that may help qualify you for employment.

Employment History

Please start with your current or most recent employer and work backward for the past ten years (all months must be accounted for). If your résumé contains this information, you may list below only the information not in your résumé.

1. Dates of employment _____ Position _____

Employer _____ Address _____

Supervisor's name: _____ Phone _____

Reason for leaving _____

2. Dates of employment _____ Position _____

Employer _____ Address _____

Supervisor's name: _____ Phone _____

Reason for leaving _____

3. Dates of employment _____ Position _____

Employer _____ Address _____

Supervisor's name: _____ Phone _____

Reason for leaving _____

4. Dates of employment _____ Position _____

Employer _____ Address _____

Supervisor's name: _____ Phone _____

Reason for leaving _____

5. Dates of employment _____ Position _____

Employer _____ Address _____

Supervisor's name: _____ Phone _____

Reason for leaving _____

If necessary use a separate paper and follow the same format for additional positions.

References

Please provide contact information for your pastor and for three individuals who can discuss your current or past work performance. You will also need to complete the attached Authorization to Release Reference Information form and return it with this application.

Name & Contact Information	School/Organization & Position	Relationship	Years Known
1. <i>Pastor:</i>			
Phone:			
2. Name:			
Phone:			
3. Name:			
Phone:			
4. Name:			
Phone:			

Background Data

If you answer “Yes” to any of the questions in this section, please attach a separate sheet indicating briefly the nature of the issue, date(s), location, disposition or other appropriate explanation. 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.

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes No
2. 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
3. Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes No
4. 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
5. Have you been convicted of a felony or misdemeanor? Yes No
6. Are you currently released on bail, bond, or your own recognizance while awaiting trial for a criminal offense? Yes No

Applicant's Certification and Agreement

I understand and acknowledge the following:

I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Greater Houlton Christian Academy to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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 AND TO A BACKGROUND CHECK WITH MAINE CHILD PROTECTIVE SERVICES (CPS/DHHS). I AGREE TO FULLY COOPERATE IN PROVIDING AND RECORDING AS MANY SETS OF MY FINGERPRINTS AS ARE 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 CONDITIONAL UNTIL THE SCHOOL HAS RECEIVED THE 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 or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I certify that I have carefully read and do understand everything on this application.

Applicant Signature

Date

Non-discriminatory Hiring Policy

Greater Houlton Christian Academy is a distinctly Christian institution dedicated to biblical principles of fairness and equality (Pro. 24:23; Acts 17:26; Gal. 3:28; etc.). The school, therefore, does not discriminate on the basis of race, color, or ethnic origin in the hiring, compensation, promotion, or any other employment decisions of its faculty, staff, or administration. It is the policy of the school that an individual's race, color, sex, disability, age, or national origin are not and will not be considered in any personnel or management decisions.



Reference Release

Authorization to Release Reference Information

I have made application for a position with Greater Houlton Christian Academy. I authorize the school and/or its agents to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Greater Houlton Christian Academy such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Greater Houlton Christian Academy.

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

Applicant's Name (print)

Applicant's Signature

Date