



**APPLICATION FOR EMPLOYMENT**

**A. PERSONAL INFORMATION**

Full Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Social Security No. \_\_\_\_\_

Name of person to notify in an emergency: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**B. POSITION DESIRED**

Please indicate the position for which you are applying.

If you desire a teaching position, please indicate the grade level or subject area.

\_\_\_\_\_

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

\_\_\_\_\_

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach.

\_\_\_\_\_

Please list any special qualifications, training, skills, or personal talents you possess.

\_\_\_\_\_

Please list your hobbies and personal interests.

\_\_\_\_\_

**C. EDUCATIONAL PREPARATION (BEGINNING WITH HIGH SCHOOL)**

Name of School

Dates Major

Degree/GPA

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School Activities, Clubs, Honors, etc.

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Are you currently working on a degree? \_\_\_\_\_ If yes, what degree, which college are you attending, and what courses do you lack? \_\_\_\_\_

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**D. TEACHING/WORK EXPERIENCE**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may use the reverse side of this page, following the same format.

1. Employer \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Supervisor's Name and Contact Info. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Employer \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Supervisor's Name and Contact Info. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name and Contact Info. \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

4. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name and Contact Info. \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

5. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name and Contact Info. \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Total years of experience: In aiding \_\_\_\_\_ In teaching \_\_\_\_\_ In administration \_\_\_\_\_  
Are you certified? \_\_\_\_\_ If yes, in what state? \_\_\_\_\_ Expiration date? \_\_\_\_\_  
For what are you certified? \_\_\_\_\_  
If you do not hold a certificate, what requirements do you lack?  
\_\_\_\_\_

**F. PERSONAL REFERENCES**

You will need to sign the Authorization to Release Reference Information that is included and return it with this application. Please do not list family members or relatives for references. Give two references who are qualified to speak of your spiritual experience. List your current pastor first.

1. Name \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

2. Name \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Give two professional references who are qualified to speak of your educational/employment training and experience. List your current or most recent supervisor first.

1. Name \_\_\_\_\_

Complete Address \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

2. Name \_\_\_\_\_

Complete Address \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### **G. CHURCH AFFILIATION**

Denomination \_\_\_\_\_ Name of Present Church \_\_\_\_\_

How long a member? \_\_\_\_\_ Address \_\_\_\_\_

Are you active in your church? \_\_\_\_\_ In what capacity? \_\_\_\_\_

\_\_\_\_\_

### **H. PROCEDURAL QUESTIONS**

Do you heartily agree with and will you uphold and support the purpose and philosophy of Angels in Progress Academy? \_\_\_\_\_ Please note any areas with which you disagree or cannot fully support. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been investigated by an employer for misconduct? \_\_\_\_\_

Have you ever been disciplined, discharged, or asked to resign from a prior position? \_\_\_\_\_

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? \_\_\_\_\_

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? \_\_\_\_\_

Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying? \_\_\_\_\_

\_\_\_\_\_

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? \_\_\_\_\_

### **I. STANDARDS**

All employees shall be professional in their conduct and appearance. Employees must profess a personal faith in Jesus Christ and must faithfully attend an evangelical church and shall manifest by precept and example the highest Christian virtue and personal decorum, serving as a role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40) and as an example to parents and fellow faculty members.

**J. APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that *Angels in Progress 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 discovery of 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 *Angels in Progress 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 job. 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 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 conditioned upon the receipt of background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to 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.

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Signature of Applicant

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Date