



Trinity Christian ACADEMY

5401 N Loop 1604 E
San Antonio, Texas 78247
210-653-2800

Application for Employment

Your interest in Trinity Christian Academy is appreciated. We invite you to complete this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you. We will also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

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 reviewing your application. 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 applications.

A. Applicant's name and Address

Full Name: _____

Application Date: _____ Date Available: _____

Address: _____

How long have you lived at the above address? _____

If less than 5 years, please provide a previous address: _____

Daytime phone: _____ Evening Phone: _____

Best time to call: _____

Are you a citizen of the United States? _____yes _____no

If not, are you legally certified to work in the United States? _____yes _____no

All applicants must submit to a background check before employment.

B. Position Desired/Office Skills

Position for which you are applying: _____

Full time: _____ Part time: _____

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

Please list your computer/technology skills experience and level of competency (1 - no experience; 2- some knowledge; 3 - competent, 4-expert):

_____ Microsoft Word 1 2 3 4 _____ Microsoft Powerpoint 1 2 3 4

_____ Microsoft Excel 1 2 3 4 _____ RenWeb 1 2 3 4

_____ Microsoft Publisher 1 2 3 4 _____ Other _____ 1 2 3 4

Please describe all office duties you have performed: _____

C. Christian Background

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 the Trinity Church & Christian Academy Statement of Faith and indicate below your degree of support.

This church accepts the Holy Scriptures as the revealed will of God, the all-sufficient rule of faith and practice, for the purpose of maintaining the general unity. The Scriptures, both the Old and New Testaments, are verbally inspired of God to man.

We believe the Deity of the Lord Jesus Christ as Scripture declares: His virgin birth, His sinless life, His miracles, His substitutionary work on the cross, His bodily resurrection from the dead, His exaltation to the right hand of God.

We understand that man was created good and upright, for God said, "Let us make man in our image, after our likeness." However, man by his voluntary transgression, fell and thereby incurred not only physical death, but also spiritual death, which is separation from God. Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. Salvation is received through repentance toward God and faith in the Lord Jesus Christ.

_____I full support the statement as written without mental reservations.

_____I support the statement except for the area(s) listed and explained below. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.: _____

Please answer the following questions regarding your participation in church.

Church name: _____ Address: _____

Phone Number: _____ Pastor's name: _____

Years attended: _____

Have you made a profession of faith for salvation through Jesus Christ? Yes No

Indicate the frequency of your church attendance: Regular Occasional Seldom

Please check all activities/ministries in which you are involved:

- _____Choir or Music Ministries
- _____Youth Group Leader
- _____Men's or Women's Ministries
- _____Outreach Ministries
- _____Sunday School/Teacher
- _____Children's Ministries
- _____Bible Study
- _____Other _____

Please list the name of any church staff member/pastor that knows you personally:

Describe your routine of personal Bible study and prayer:_____

***In your own handwriting on a separate sheet of paper, briefly give testimony of your salvation through Jesus Christ and your continued walk with Him since salvation. Describe how He is working in your life at this time.**

D. Employment History

Please start with your current or most recent employer and work backwards for the past five years.

Employer: _____
Position: _____ Dates of Employment: _____
Work Address: _____ Phone: _____
Supervisor's Name: _____
Reason for leaving: _____

Employer: _____
Position: _____ Dates of Employment: _____
Work Address: _____ Phone: _____
Supervisor's Name: _____
Reason for leaving: _____

Employer: _____
Position: _____ Dates of Employment: _____
Work Address: _____ Phone: _____
Supervisor's Name: _____
Reason for leaving: _____

Employer: _____
Position: _____ Dates of Employment: _____
Work Address: _____ Phone: _____
Supervisor's Name: _____
Reason for leaving: _____

E. Personal References

Give three references: two that are qualified to speak of your professional training and experience, one that is qualified to speak to your Christian character. Please do not include family members.

Professional training and experience:

Name: _____ **Phone:** _____

Complete Address: _____

Position: _____

Name: _____ **Phone:** _____

Complete Address: _____

Position: _____

Christian Character:

Name: _____ **Phone:** _____

Complete Address: _____

Position: _____

Authorization to Release Information

I have made application for a position as _____ at Trinity Christian Academy. I have authorized the school to thoroughly interview the primary references I have listed, any secondary references mentioned through interviews with primary references, or other individuals, which 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 education preparation, and all other matters related to my suitability for employment.

I authorize references and 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 Trinity Christian 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 Trinity Christian Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Full Name (print) _____

SSN _____ Date of Birth _____

List any other names under which you have been employed: _____

Applicant's signature: _____ Date: _____

I understand that Trinity Christian 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 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 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 reflects 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: _____

