



# SUNSHINE BIBLE ACADEMY

400 Sunshine Drive | Miller, SD 57362  
605.853.3071 ph | 605.853.3072 fax  
www.sunshinebible.org

## *Employment Application - Staff*

PLEASE PRINT OR TYPE

Date of Application: \_\_\_\_\_

### **I. PERSONAL**

Name (Mr. Mrs. Miss Ms.) \_\_\_\_\_  
last first middle

Position for which you are applying: \_\_\_\_\_

U.S. Citizen? \_\_\_\_\_ Birth date (optional) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Number and Street City State Zip

Permanent Address: \_\_\_\_\_  
Number and Street City State Zip

Marital Status: \_\_\_ Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Widowed \_\_\_ Remarried

Have you ever been: \_\_\_ Separated \_\_\_ Divorced \_\_\_ Remarried \_\_\_ None of the Above

If you have been divorced, please provide the date: \_\_\_\_\_

If married, has your spouse ever been divorced?  Yes  No If yes, when? \_\_\_\_\_

Is your spouse or fiancé, if applicable, supportive of you working at a Christian school?  Yes  No

Has your spouse or fiancé, if applicable, accepted the Lord Jesus Christ as Savior?  Yes  No

Do you have any commitments to another employer that may affect your employment? \_\_\_\_\_

Have you ever been convicted of a criminal offense? \_\_\_\_\_ If yes, please explain on separate sheet.

*A conviction does not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstance and seriousness.*

When would you be available to start work? \_\_\_\_\_



**Personal References.** These should be persons willing and qualified to provide an objective appraisal of your spiritual maturity and Christian service.

1. \_\_\_\_\_  
Name Relationship to you E-mail

\_\_\_\_\_  
Number and Street City State Zip Phone

2. \_\_\_\_\_  
Name Relationship to you E-mail

\_\_\_\_\_  
Number and Street City State Zip Phone

3. \_\_\_\_\_  
Name Relationship to you E-mail

\_\_\_\_\_  
Number and Street City State Zip Phone

**IV. EDUCATION**

High School: \_\_\_\_\_  
Name City State

All colleges, universities or training institutions you attended full time:

<i>School or Institution</i>	<i>City/State</i>	<i>Degree Earned</i>	<i>Date Received</i>	<i>Major</i>
_____				
_____				
_____				

Distinctions, activities, honors: \_\_\_\_\_

\_\_\_\_\_

Co-curricular activities: \_\_\_\_\_

\_\_\_\_\_

**V. EMPLOYMENT HISTORY**

Please provide information on any employment experience you have had outside of the field of education, starting with your current or most recent employer and working backwards for the past 10 years.

<i>Dates (From – To)</i>	<i>Employer</i>	<i>Location</i>	<i>Position</i>	<i>Supervisor</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever worked under a different name for any of the employers listed? If so, what is that name?

\_\_\_\_\_

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**VI. OTHER INFORMATION**

Please list any professional activities in which you have participated where you have been employed:

\_\_\_\_\_

\_\_\_\_\_

List any professional organizations of which you are a member:

\_\_\_\_\_

\_\_\_\_\_

Hobbies or other interests: \_\_\_\_\_

\_\_\_\_\_

Please provide any other information that you would like to have considered in support of your application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VII. SPIRITUAL PREPARATION**

Please carefully read our Statement of Faith (at the end of this application) 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 and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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

1. State briefly your personal relationship with Jesus Christ.

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2. What does the phrase “model Christ” mean to you?

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3. Describe your routine of personal prayer and Bible study:

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4. What books have you read recently that have aided your spiritual growth?

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5. What do you believe about the origin of earth and mankind?

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6. How are you involved in your church, and with what frequency?

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Name of Church: \_\_\_\_\_ City \_\_\_\_\_

Member? \_\_\_\_\_ How long? \_\_\_\_\_ Phone: \_\_\_\_\_

Pastor: \_\_\_\_\_ E-mail: \_\_\_\_\_

May we contact your pastor (if not listed as a reference)? Yes \_\_\_\_\_ No \_\_\_\_\_

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### **VIII. INTERACTION WITH STUDENTS**

Sunshine Bible Academy expects all faculty and staff members, regardless of position, to be positive role models for the students in our school, to model Christ in all interactions, and to be equipped to provide guidance and assistance to students if asked to do so. Accordingly, please answer the following questions. *Answers may exceed the space provided; simply attach additional sheets of paper if necessary.*

Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages: \_\_\_\_\_

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Smoking and chewing tobacco: \_\_\_\_\_

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Marijuana and other non-prescription drugs: \_\_\_\_\_

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Entertainment (music/dancing/movies/theaters, etc.): \_\_\_\_\_

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Premarital sex: \_\_\_\_\_

\_\_\_\_\_

Divorce and remarriage: \_\_\_\_\_

\_\_\_\_\_

Abortion: \_\_\_\_\_

\_\_\_\_\_

Homosexuality: \_\_\_\_\_

\_\_\_\_\_

Sexual activity outside Christian marriage: \_\_\_\_\_

\_\_\_\_\_

Personal debt: \_\_\_\_\_

\_\_\_\_\_

Gossip: \_\_\_\_\_

\_\_\_\_\_

Lying / cheating: \_\_\_\_\_

\_\_\_\_\_

Do you have a personal testimony regarding any of the above items that you would like to share?

Yes  No      If yes, please elaborate on separate paper.

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## **IX. SUPPLEMENTAL INFORMATION**

*If you answer "Yes" to any of the following questions in this section, 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. 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, suspension or other discipline of any nature whatsoever 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, criminal proceedings, or administrative 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 ever been suspended, discharged, or resigned in lieu of discharge from any position?  
 Yes  No

6. Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?  Yes  No

7. Our school welcomes employees, volunteers and students of different nationalities, races 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.

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**X. APPLICANT’S CERTIFICATION and AGREEMENT**

I understand that Sunshine Bible Academy does not discriminate in its employment practices against any person on the basis of race, color, national or ethnic origin, gender, age or disability.

I hereby attest that the information provided in this application is true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or of a significant omission of fact may prevent me from being hired or, if already 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 for and receive benefits only through the date of release.

Since I will be working with children I understand that I must submit to a complete criminal background check by federal and state authorities. I agree to fully cooperate in completing all necessary paperwork and providing any and as many sets of fingerprints as necessary for this investigation. I authorize Sunshine Bible Academy to conduct the criminal and personal background check and to contact any references provided herein as well as any potential references which may arise in the course of these investigations. I further understand that I waive the right to review any references which may be provided. I understand that Sunshine Bible Academy shall hold this information in confidence and will not release it to any other party except as required by law or authorized by my signature.

I understand that this is only an application for employment, and that no offer of employment or contract for employment is being made at this time. I understand that this application shall not be considered if any part is incomplete.

Implicit in accepting any offer of employment is agreement to abide by the mission, statement of faith, philosophy of education, employee standards and professional standards of Sunshine Bible Academy.

I attest that I have carefully read and do understand the above statements, as well as the Statement of Faith, Philosophy of Education, Employee Standards and Professional Standards which follow.

Printed Name of Applicant (give full name please): \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*Please be sure to complete the following pages as well.  
The Statement of Faith, Employee Standards and Professional  
Standards do not have to be submitted with your application.  
Thank you!*

<p><b>FOR OFFICE USE ONLY</b></p> <p><b>Date received:</b> _____</p> <p><b>First Interview:</b> _____</p> <p><b>Second Interview:</b> _____</p> <p><b>Contract offered:</b> _____</p> <p><b>Contract signed:</b> _____</p> <p><b>Position:</b> _____</p>
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AUTHORIZATION TO RELEASE  
REFERENCE INFORMATION

I have made application for the position of \_\_\_\_\_ at Sunshine Bible Academy. I have authorized the school to thoroughly investigate references, work records, evaluations, education and 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/or other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Sunshine Bible 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 review any references provided to Sunshine Bible Academy.

I agree that a true copy of this authorization will be accepted with the same authority as the original.

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

\_\_\_\_\_  
Applicant's Name – Printed

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## SUNSHINE BIBLE ACADEMY STATEMENT OF FAITH

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We believe in the Scriptures of the Old and New Testaments as verbally inspired by God (II Tim. 3:16-17 and II Peter 1:19-21), and inerrant in the original writings, and that they are of supreme and final authority in faith and life (Deut. 8:3 and Matt. 5:18).

We believe in one God (Deut. 6:4), eternally existing in three persons - Father, Son, and Holy Spirit (Matt. 28:18-19).

We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary (Matt. 1:16-23), and is true God and true man (John 1:14).

We believe that man was created in the image of God (Gen. 1:26-28); that he sinned and thereby incurred, not only physical death, but also that spiritual death which is separation from God (Gen.3), and that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed (Rom. 5:12-19).

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures (I Cor. 15:3-4) as a representative and substitutionary sacrifice (Rom. 5:8, 18); and all that believe in Him are justified on the ground of His shed blood. (Rom. 4:24-25).

We believe in the resurrection of the crucified body of our Lord (I Cor. 15:3-8), in His ascension into heaven (Acts 1:9), and in His present life there for us as High Priest and Advocate (Heb. 4:14-16).

We believe in that —blessed hope|| (Titus 2:13, I Thess. 4:13-18) – the personal, pre-millennial and imminent return of our Lord and Savior Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (Titus 3:5 and Rom. 8:14-16).

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting, conscious suffering of the lost (Rev. 20:4-21:8).

We believe that God created marriage in the beginning, as a blessing for both man and woman, before any sin or rebellion entered the world, and that he created marriage to be between one man and one woman, who enter into a covenant relationship, complement one another, serve one another, and sanctify one another for as long as they both shall live. Accordingly, we reject any attempt to redefine marriage as a union between people of the same sex or as between more than one man and one woman. We believe that the homosexual lifestyle and alternative gender identities are contrary to the Bible (Gen 1:27-28; 2:15-24; Lev 18:22; Lev 20:13a; Matt 19:4-6; Rom 1:26-27; 1 Cor 7:14).