



Employee Application

Grammar School
69 Saunders Rd
Newport News, VA 23601
(757) 599-9424
Principal: Mrs. Melanie Seaton
mseaton@scaschools.org

Upper School
4209 Big Bethel Rd
Yorktown, VA 23693
(757) 867-7005
Principal: Dr. Sheri Clegg
sclegg@scaschools.org

I. PERSONAL INFORMATION:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Are you a United States citizen? Yes No / If no, are you legally able to work in the US? Yes No
(Proof of eligibility is required upon employment)

Have you ever been charged with a crime involving the welfare of a minor? Yes No
If yes, were you convicted? Yes No

Have you ever been arrested? Yes No / If yes, were you convicted? Yes No
Please attach to this document a description of the details of any arrests and/or convictions.

II. POSITION AND AVAILABILITY:

For what position are you applying? _____

How did you learn about this position? _____

What is your availability? *(please mark all options below that describe your availability)*

Full Time Part Time School Year Summer

Days and hours of your availability: M _____ T _____ W _____ Th _____ F _____

Is there any additional information we need to know regarding your availability? _____

Date you would be available for employment: _____

III. CHRISTIAN FAITH:

Name and address of your church: _____

In what capacity are you active in your church? _____

On an additional piece of paper, briefly give your Christian testimony and attach to this document.

Are you in complete agreement with Summit Christian Academy's Statement of Faith? Yes No

(Please see the last page of this document for Summit Christian Academy's Statement of Faith.)

Please describe the area(s) of disagreement on a separate sheet of paper and attach to this document.

IV. ACADEMIC PREPARATION:

	Name of School	City, State	Dates Attended	Major	Degree Earned
High School					
Vocational					
College					

V. EMPLOYMENT HISTORY AND RELATED WORK EXPERIENCE:

Please list the three most recent positions held:

Employer	Position Held	City, State Phone	Reason for Leaving	May we contact?
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list other experience relevant to this position: _____

Please list skills, experience, or professional certifications you currently hold which are related to this position: _____

Applicants for Office Positions: Please describe your familiarity with the following computer programs:

<i>Check the box that corresponds with your knowledge for each of the following:</i>	Unfamiliar 1	2	3	4	Could Train Others 5
Microsoft Word					
Microsoft Excel					
Microsoft Publisher					
RenWeb					
Other (specify):					

Applicants for ALL Positions: Please attach a current resume if available.

VI. REFERENCES:

Please include your pastor, a personal reference, and a professional reference. No relatives please.

Name Address Phone Number Relationship

Do we have permission to contact your references? Yes No

VII. PERSONAL PHILOSOPHY:

On an additional piece of paper, briefly explain the following and attach to this document:

1. Why do you wish to work in a Christian school?
2. What areas do you feel are your strengths? Weaknesses?
3. How would you create a warm and friendly atmosphere for those who work, attend, or visit?
4. What other information would you like to share regarding your candidacy for this position?

VIII. APPLICANT'S CERTIFICATION AND AGREEMENT:

I understand that **Summit Christian Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, sex, age, or qualified disability.

I hereby certify 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 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 only through the day of release.

I authorize **Summit 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 waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that a background and criminal check will be conducted. I agree to fully cooperate in providing all information necessary for such an investigation, and I authorize the school to conduct this investigation. The school may refuse employment or terminate 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 certify that I have carefully read and understand the above statements.

Signature of Applicant

Date



"My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge."

Colossians 2:2-3

Declaration of Moral Integrity

Summit Christian Academy expects all of its employee and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I (*print name*) _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, transgender and/or gender identity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Summit Christian Academy.

Grammar School (K4-6th)
69 Saunders Road
Newport News, VA 23601
757.599.9424
cbenner@scaschools.org

Applicant's signature _____ *Date* _____

Upper School (7th-12th)
4209 Big Bethel Road
Yorktown, VA 23693
757.867.7005
tfoster@scaschools.org

Administrator's signature after discussion with applicant/volunteer _____ *Date* _____

Summit Christian Academy's Statement of Faith

We believe...

In one God eternally existing in three persons--the Father, the Son, and the Holy Spirit.

In the 66 books of the Old and New Testament alone as inspired by the Holy Spirit inerrant as originally given, and that they are the final authority for our faith and practice.

In the incarnation and virgin birth of the Lord Jesus Christ, who by His shed blood and substitutionary death paid the redemptive price for all my sins and for the sins of all individuals who believe in Christ from every people group. He rose bodily from the dead and ascended into heaven to intercede for us.

That man was created by God in His own image for the express purpose of glorifying Him, that through disobedience he became a sinner separated from God's life and fellowship and that he needs personal redemption from sin through the new birth.

In the eternal salvation of all who trust the Lord Jesus Christ as personal Savior and the eternal punishment of all who reject Him.

In the work of God's Spirit in the new birth, indwelling the believer, causing him to grow into the likeness of Christ and filling him with power to live a godly life and to bear witness to Jesus Christ.

In the union of all true believers as one body in Christ.

In the second coming of our Lord Jesus Christ to the earth bodily to claim His own people, to vindicate Himself and to set all things in order.