



Inspiring Faith & Learning

Staff Application

Your interest in working at The Master's Academy is appreciated. We invite you to fill out this initial application and return it to Human Resources.

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 initial 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 applicants.

A. APPLICANT'S NAME AND ADDRESS

Full Name: _____

Application Date: ___/___/___ Date available: ___/___/___

Present Address: _____

Phone: Days (___) _____ Nights (___) _____

Best time to call you? _____ E-Mail: _____

How long have you lived at the above address? _____

Permanent Address and Phone Number, if different then present address

Do you presently have children attending TMA? _____

Have you ever been employed at TMA? If yes, what position? _____

B. POSITION DESIRED

Please indicate 1, 2, or 3 in the parenthesis to prioritize your preference. Then to the right, please indicate the grade or subjects in order of preference

- | | | |
|-----------------------|-------------------|-------------------|
| () Bus Driver | () Development | () I.T |
| () Maintenance | () Admissions | () Security |
| () Enrichment Center | () Cafeteria | () School Office |
| () Business Office | () Clinic | () Substitute |
| () Teacher Assistant | () Extended Care | () Summer Camp |

() Other: _____

Full Time _____

Part Time: _____

Special Abilities

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

(Indicate grade or ability levels). _____

Future Plans

What would you like to be doing five years from now? _____

C. CHRISTIAN BACKGROUND

Testimony

*On a separate paper, briefly give your Christian testimony. (Provided on page 5)

Statement of Faith

Do you subscribe without reservation to our Statement of Faith as printing on the insert to this application?

Yes No If no, please explain. _____

Church Service

What is your current church membership? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved and with what degree of regularity? _____

What other Christian service have you done since becoming a Christian? _____

D. PROFESSIONAL QUALIFICATIONS

*Please attach photocopies of all your post secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

Formal Training

What degree or degrees do you hold?

Degree: _____ Date Received: _____

Issuing Institution: _____

Your Major(s): _____

Your Minor(s): _____

Cumulative grade point average: BA _____ Graduate Work _____

Total credits beyond Bachelor's degree: _____

Have you taken a course in Philosophy of Christian Education? Yes No

*Please attach a copy of your personal philosophy of Christian education.

E. Employment History

List the last four positions you have held:

From Mon/Year	To Mon/Year	Employer Address/Telephone Number	Salary or hourly rate	Job Title Description of work	Reason for Leaving

Are you under contract with your present employer? Yes No

What date will you be available for employment? _____

What are your future educational plans? _____

Have you ever been convicted of violating any criminal law (except traffic misdemeanors)? Yes No

If yes, please attach a summary of the details. Disclosure of a criminal record does not automatically disqualify you from consideration for employment. Your case will be judged on its own merits. (All employees of NTBC/TMA must submit to a background check.) NTBC/TMA is also a Drug-Free Workplace so all applicants must submit to a drug test.

F. PERSONAL REFERENCES

You will need to sign the Reference Release Form that is attached and return it with this application. Do not list family members or relative for references. Please contact these references and have them complete one of the enclosed Reference Forms and return to us.

References

Give three references who are qualifies to speak of your education, your experience, your background, and your Christian Life.

Name and Complete Address	Phone	Position
1. _____ _____	() _____	_____
2. _____ _____	() _____	_____
3. _____ _____	() _____	_____

G. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that The Master's Academy does not discriminate in its employment practices against any person because of race, color, or ethnicity.

I hereby certify that the facts set forth in this initial 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 circumstance, I further understand that I will be paid and receive benefits only through the day of release.

I authorize The Master's Academy to thoroughly interview the primary references which 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 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, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect 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 _____



Reference Form (preferably from a Pastor or co-worker)

Applicant _____ Position Applied for _____

1. Superior
4. Poor

2. Good
5. Unacceptable

3. Fair
6. Not Known

- ___ Appearance
- ___ Poise
- ___ Disposition
- ___ Courtesy
- ___ Tactfulness
- ___ Enthusiasm
- ___ Organization
- ___ Moral Standards
- ___ Emotional Stability
- ___ Spiritual Stability
- ___ Common Sense
- ___ Self-Discipline
- ___ Honesty
- ___ Respect for Authority

- ___ Punctuality
- ___ Initiative
- ___ Cooperation
- ___ Dependability
- ___ Loyalty
- ___ Industry
- ___ Leadership
- ___ Ability to Work with Others
- ___ Ability to Accept Constructive Criticism
- ___ Potential for Professional Growth
- ___ Ability to Relate to Students
- ___ Ability to Relate to Parents of Students
- ___ Health

How long have you known the applicant? _____

How do you know the applicant? _____

Would you employ? _____

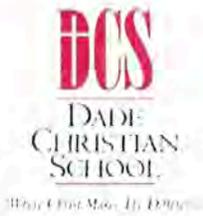
If not, why? _____

Comments

Name _____ Phone number or email _____

Please scan/email completed forms to crodriguez@newtestbaptist.org

All references are confidential and will not be shared with applicant.



Administrative Reference Form (from a supervisor)

Applicant _____

Position Applied for _____

- 1. Superior
- 4. Poor

- 2. Good
- 5. Unacceptable

- 3. Fair
- 6. Not Known

- ___ Appearance
- ___ Poise
- ___ Disposition
- ___ Courtesy
- ___ Tactfulness
- ___ Enthusiasm
- ___ Organization
- ___ Moral Standards
- ___ Emotional Stability
- ___ Spiritual Stability
- ___ Common Sense
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- ___ Dependability
- ___ Loyalty
- ___ Industry
- ___ Leadership
- ___ Ability to Work with Others
- ___ Ability to Accept Constructive Criticism
- ___ Potential for Professional Growth
- ___ Ability to Relate to Students
- ___ Ability to Relate to Parents of Students
- ___ Health

How long have you known the applicant? _____

How do you know the applicant? _____

Would you employ/re-employ this applicant? _____

If not, why? _____

Comments

Name _____

Supervisory Position _____

Phone number or email _____

Please scan/email completed forms to crodriguez@newtestbaptist.org

All references are confidential and will not be shared with applicant.