



CHRISTIAN ACADEMY OF SAN ANTONIO

325 CASTROVILLE ROAD
SAN ANTONIO, TX 78207
210-436-2277 / FAX: 210-436-2210

ACSI & SACS
ACCREDITED

APPLICATION FOR EMPLOYMENT AUXILIARY AND CLASSIFIED STAFF

Date _____ Social Security Number _____
Name _____
Address _____ Street _____ City/State/Zip _____ Home Phone _____
Cell Phone _____
Current Employer _____ Position _____ Work Phone _____
Birthplace _____
Church Attending _____

Position Applied For _____

Type of employment _____ full time _____ part time Minimum Salary _____ Date Available _____

Have you ever been convicted of a criminal offense? _____ Yes _____ No Convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**) and court-ordered restitution. If yes, state the offense, location, date and any other circumstances. (A conviction record is not an automatic ban from employment. The nature of the crime will be considered in relation to the position for which you are applying).

Education:

High School Attended _____ Date of Graduation _____

College(s) Attended _____ Dates _____

_____ Dates _____

_____ Date of Graduation _____

Undergraduate: Major _____ Minor _____

Graduate: Major _____ Minor _____

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

Skills:

List Specific skills (hobbies, musical instruments, etc.) _____

List any awards or special recognition you have received _____

List computer programs in which you are proficient _____

List languages other than English in which you are proficient _____

List any special training or courses that you have taken _____

Professional Experience:

List all positions you have held, beginning with your most recent, including self-employment and volunteer work. Attach an additional sheet, if necessary.

Current or last employer _____ Employed from _____ to _____

Pay Start \$ _____ End \$ _____ Your Title _____

Name/Title of Supervisor _____ Reason for leaving _____

Duties _____

Previous employer _____ Employed from _____ to _____

Pay Start \$ _____ End \$ _____ Your Title _____

Name/Title of Supervisor _____ Reason for leaving _____

Duties _____

Professional & Personal References:

(List people who have a first hand knowledge of your character, work ethic, personality, Christian lifestyle, training, and experience.)

Please include a minister from the church you attend.

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Attendance:

How many days of work did you miss last year? _____

Christian Experience:

Have you accepted Jesus Christ as your Lord and Savior? _____ Date accepted: _____

Have you been baptized as an adult? _____ If so, when? _____

Give an account of your personal salvation experience; please use additional paper if needed.

Do you have assurance of salvation? _____

What is it based on? _____

What is your current personal relationship with Christ? How do you nurture a closer walk with Him? _____

Give your definition of a Christian _____

Have you led a person to Christ? _____ What impact did that have on your life? _____

Who is Jesus Christ? _____

Do you accept the Biblical account of creation as recorded in Genesis as true and the only explanation for the creation of man and the world? _____

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in matters of conduct and truth? _____

How do you seek God's will? _____

In your opinion, what is the purpose of a Christian school? _____

What are the distinctive characteristics of a Christian school? _____

State briefly your view of Evangelism _____

Please give your reasons for wanting to work at Christian Academy of San Antonio _____

Please summarize any additional information that you would like to present regarding your candidacy for the position. _____

(please use a separate sheet to describe in detail any of the above questions)

TERMS AND CONDITIONS OF EMPLOYMENT

Affidavit:

I understand this application is designed for use with several types of jobs and some questions may not be completely applicable to the position for which I am applying. I certify that the answers given by me to the foregoing questions and statements are true and correct without any consequential omissions of any kind whatsoever. I understand that any misleading or incorrect statement may render this application void and if employed, would be cause for my termination. I further agree that CHRISTIAN ACADEMY OF SAN ANTONIO shall not be liable in any respect if my employment is terminated because falsity of statement, answers or omissions made by me in the questionnaire.

I authorize the companies, schools, persons or entities named above to give any information regarding my employment, character, qualifications, certifications, and licenses and hereby release said companies, schools, persons or entities from all liability for any damage for issuing this information. A favorable result may be a condition of employment where elements are job-related.

I understand that I may be required to have a medical examination and/or drug and alcohol test after an offer of employment has been made and prior to the commencement of my employment duties. A favorable result on the medical examination and/or drug/or alcohol test would be a condition of my employment.

My employment shall be in accordance with the terms of (A) this application, (B) all safety and incident reporting rules, and all other company rules and regulations, (C) any applicable labor agreements and (D) Arbitration Agreement. The Christian Academy of San Antonio shall have the right to amend, modify, or revoke its rules and regulations at any time. I will familiarize myself promptly with such rules and regulations and will abide and be bound by the rules and regulations now and hereafter in effect.

Signature: _____ Date: _____

Christian Academy of San Antonio admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration or its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

- Please mail., fax, or hand deliver your completed application to the school office and note to the attention of:
CASA Superintendent
325 Castroville Rd.
San Antonio, Texas. 78207
(210) 436-2277 ext. 105
Fax (210) 436-2210



STATEMENT OF FAITH

- I believe that the Bible is the only inspired word of God to man, the infallible, all sufficient, final authority in all matters of faith and conduct. (II Timothy 3:16)
- I believe in one infinite, triune God: Father, Son and Holy Spirit. (John 1:1, Colossians 2:9, Acts 5:3-4)
- I believe Jesus Christ is true God and true man, having been conceived by the Holy Spirit and born of the virgin Mary. Having lived without sin, He died and was resurrected in His own body for my atonement and resurrection. (John 1:1,14, Matthew 1:23-24, Hebrews 4:15, I Corinthians 15:1-4, John 2:19-21, Acts 26:23, I Corinthians 15:20, 23)
- I believe that only through Christ's death on the cross, by the shedding of His blood and His resurrection I am saved and justified. Salvation is by grace, through faith; and is the free gift of God. (Ephesians 2:8-9, Romans 5:9, Ephesians 1:7)
- I believe in the bodily resurrection of all mankind: of the believer to an everlasting dwelling with God in heaven, of the nonbeliever to an everlasting, conscious hell without God. (John 3:16-18, John 5:28-29)
- I believe that the Holy Spirit, indwelling the believer, enables him/her to live a godly life. (Romans 8:13, I Corinthians 3:16, Ephesians 4:30, 5:18)
- I believe in the imminent return of the Lord Jesus Christ. (I Thessalonians 4:13-18)

I have read, I believe, and I accept the above Statement of Faith as my personal belief. I acknowledge that my employment is based on my belief and agreement with this Statement of Faith.

Signed By: _____

EMPLOYMENT CANDIDATE CONSENT TO BACKGROUND SEARCH AND INVESTIGATION

CONSUMER NOTIFICATION: This is to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, promotion, reassignment, and/or retention as an employee. The report may include, among other items, criminal background information, confirmation of your educational and employment history, an investigative consumer report (for which you may request a disclosure of nature and scope) as to your work performance, and confirmation of any references provided.

The undersigned hereby authorizes CHRISTIAN ACADEMY OF SAN ANTONIO (hereinafter referred to as "Employer") and/or its agents to make an investigation of my background, references, character, employment, credit, motor vehicle, education, and criminal history record information which may be in any state or local files, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained in my application and/or obtaining other information which may be material to my qualifications for employment. A telephone facsimile (fax) or xero-graphic copy of this consent shall be considered as valid as the original consent.

In the event of my employment by Employer, this authorization shall remain in effect for the duration of such employment. Prior to taking adverse action as a result of any investigations resulting from this authorization, Employer shall provide to me a copy of the consumer report or investigative consumer report which caused such adverse action and a summary of my rights under the *Fair Credit Reporting Act*.

I release Employer and/or its agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above-referenced sources.

Signature: _____ Date: _____

Please type or print legibly the information requested below, black ink only.

True and Complete
Legal Name: First _____ Middle _____ Last _____

Maiden or Other
Names Used: _____ Dates Used: _____

Present Street
Address: _____ Dates of residence
(e.g. 1998 to 2000): _____ to _____

City: _____ County _____ State: _____ Zip: _____

Other cities and states lived in during the past seven years:

City: _____ State: _____ Dates of residence: _____ to _____

City: _____ State: _____ Dates of residence: _____ to _____

City: _____ State: _____ Dates of residence: _____ to _____

City: _____ State: _____ Dates of residence: _____ to _____

Driver's
License Number: _____ State of
Issue: _____

Date of Birth: _____ Social
Security Number: _____

Note: The above information is required to ensure positive identification and is in no manner used as qualification for employment. California, Minnesota, and Oklahoma applicants check this box if requesting copy of report be sent to address above.

CHRISTIAN ACADEMY OF SAN ANTONIO REQUEST FOR PROCESSING

- Criminal history, county jurisdictions**
- Criminal history, statewide**
- Criminal & sex offender database, nat'l**

Recruiter Name: _____

Department: _____

Tel: 210-436-2277 x102

ClientID: chr

Fax to: PRE-EMPLOYMENT, INC.
210 829 5556

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