

BURLINGTON CHRISTIAN ACADEMY

BIBLICAL TRUTH ■ INTENTIONAL DISCIPLESHIP ■ RIGOROUS ACADEMICS

Staff Employment Application

Send to:

Attn: Human Resources
Burlington Christian Academy
621 E. Sixth Street, Burlington NC 27215

Applicant: Please complete this form and include a personal letter in which you give your responses to the questions on page 4.

A resume and official transcript should also be forwarded to the above address or sent to hr@bcaroyals.com.

I. PERSONAL DATA

A. Name _____ Telephone _____
Address _____ Email Address _____

Date of Application _____

Date Available _____

B. Indicate positions or possible positions for which you are applying. ☐ Full Time ☐ Part Time ☐ Substitute
____ Administration ____ Preschool ____ Elementary ____ Middle School ____ High School

If Middle or High School, what content area are you interested in and/or certified for _____

C. Why are you considering a change of position at this time? _____

D. Church Attendance: _____

E. Family Information

Spouse:

Name: _____ Employment: _____

Children*:

Name(s): _____

Date of Birth: _____

Current Grade: _____

*Full time employees are required to enroll school-age children, K-8th, in BCA (unless, due to special circumstances, this qualification is waived by the administration.)

Please indicate that you plan to enroll your K-8th grade child/ren in BCA upon hire. ☐ Yes ☐ No

II. EDUCATION DATA

A. Please upload a copy of your transcripts. Official transcripts must be submitted upon hire.

B. Other Preparation/Special Certifications

III. TEACHING EXPERIENCE DATA:

A. Please upload a current resume.

IV. OTHER EXPERIENCE DATA:

Please list other experiences which you feel strengthen your application. Begin with the most recent experience and proceed in reverse chronological order.

V. PERSONAL AND PROFESSIONAL REFERENCE DATA

Please give the names, addresses, telephone numbers, and occupation of at least three personal and two professional references, including your most recent educational supervisor and your pastor, elder, or small group leader. Return with your application the reference release forms.

PERSONAL

1.

PROFESSIONAL

1.

2.

PASTORAL (Pastor, Elder, Small Group Leader)

1.

VI. RECOGNITION DATA

Please list honors or areas of achievement.

VII. PERSONAL INTEREST DATA

Please list any areas of school life (e.g. art, athletics, cheerleading, drama, journalism, etc.) where you feel you have a personal interest. Indicate also the amount of experience you have in these interest areas.

VIII. QUESTIONS FOR PERSONAL RESPONSE (Please respond on a separate sheet.)

1. Give a concise but adequate statement of your personal faith in Jesus Christ.
2. In which church activities do you regularly participate? Do you hold any leadership roles in your church?
3. Why do you desire to be employed in a Christian school and especially at Burlington Christian Academy?
4. The Christian employee is most effective when he/she models the Christian life. Please share what this means to you in your personal habits, values, recreation, and all-encompassing lifestyle.
5. What, based on feedback from supervisors and colleagues, do you view as your areas of strength and areas for growth?

IX. STATEMENT OF FAITH

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (*II Timothy 3:15; II Peter 1:21*).
2. **We believe** there is one God, eternally existent in three persons---Father, Son and Holy Spirit. (*Genesis 1:1; Matthew 28:19; John 10:30*).
3. **We believe** in the deity of Christ. (*John 10:33*); His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*); His resurrection (*John 11:25; I Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature: and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith we are saved (*John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5*).
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost to the resurrection of damnation (*John 5:28-29*).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28*).
7. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14, I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18*).

Signature_____

Date_____

X. SOCIAL MEDIA EXPECTATIONS

Internet/Electronic networking brings with it many benefits as well as challenges and risks. As a school community, Burlington Christian Academy encourages the use of such media in order to be effective and efficient in our communication, serve as valuable sources of information, and enhance the educational environment. With the understanding that social networking and the use of internet/electronic media is not private information and has the capability of reaching many people in a short amount of time, guidelines and usage policies have been established to help guide and protect the staff and BCA community and to ensure the Christian testimony of both employees and the school.

All internet, social networking, and other electronic media activities are subject to all the school policies and procedures.

Electronic media may not be used for knowingly transmitting, retrieving, or storing any communications that are of discriminatory or harassing nature, or are derogatory to any individual or group, or are of a defamatory or threatening nature, or are for "chain letters", or are for any other purpose that is illegal or against school policy.

Employees should not engage in personal social networking during established school hours as this would interfere with the work environment and requirements.

Administrative approval is required for employees who use electronic resources of the school to send public messages. Any message that may act as the "voice" or position of the school must be approved by the administration of the school.

Any information or messages from an employee of the school should not disclose any confidential information about the school, the students, or the employees of the school. Employees should not present information that would threaten the security or privacy of individuals or compromise the testimony and integrity of the school.

Written messages are, or can become, public. What is posted online is public and privacy rights do not apply. Employees must use common sense in all communications, messages and written information. Employees should be Christian role models at all times, and what is said through the use of electronic media reflects on them as an individual and on the school. Employees should speak well of staff, school, and the school family. In no manner should employees compromise the testimony and integrity of the school.

Offensive and/or sexually explicit documents may not be accessed, displayed, printed, archived, stored, distributed, edited, or recorded using school resources.

Whether at home or school, all employees should serve as a Christian role model and uphold their personal testimony and the testimony of the school. All school policies, especially policies regarding relationships, communication, Christian principles, etc. apply in the use of internet/electronic media.

Use of the Internet/electronic media that does not uphold BCA's Statement of Faith and testimony of the school may be grounds for dismissal.

Signature _____ Date _____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with Burlington Christian Academy School. I have authorized the school to investigate references, work records, evaluation, education, and other matters related to my suitability for employment.

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.

I understand that I will be required to submit to a criminal background check in order to be considered for employment.

In addition, I hereby release Burlington 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 certify that I have carefully read and do understand the above statements.

Applicants Name (Print)

Social Security Number

Applicant's Signature

Date