

# Employment Application for Teachers



Thank you for your interest in French Camp Academy. Please complete this initial application and return it to the Office of Human Resources at French Camp Academy. If an opening occurs for which you may qualify, you will be notified.

A major factor for a successful Christian school is its staff. We are seeking applicants who are professionally qualified, love children and are Christian role models. Several questions in the application are helpful in determining the compatibility of the applicant with the attached Vision and Mission Statements of French Camp Academy.

We look forward to receiving your initial application. We appreciate your interest in the ministry of our school-home. It is our prayer that God will fulfill His perfect will in the lives of all applicants and this ministry.

## A. APPLICANT'S NAME AND ADDRESS

Full name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Application date: \_\_\_\_\_ Date available: \_\_\_\_\_  
*month/day/year* *month/day/year*

### Present Address

Street/Apartment Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address (will be used for most communication during application process)

\_\_\_\_\_

Phone: Days ( \_\_\_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_\_\_ ) \_\_\_\_\_

Best time to call you? \_\_\_\_\_

Permanent Address and Phone number if different than present address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***\*Please list any additional addresses where you have resided at any time during the past five years.***

\_\_\_\_\_

**B. POSITION DESIRED**

High School Teacher- Subject(s)

Full time  Part time  Substitute

How did you learn about the position for which you are applying?

**On separate paper please submit a short essay on how you integrate Christian faith in teaching your specific discipline.**

***Special Abilities***

Please list activities or sports which you would be capable and willing to direct, sponsor, advise, or coach. (Indicate experience, grade or ability levels).

***Future Plans***

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

**C. PROFESSIONAL QUALIFICATIONS**

***Please attach photocopies of all your postsecondary 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 hours after date of Bachelor's degree \_\_\_\_\_

**Teaching Experience** Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, Abeka, Bob Jones, Saxon math, Open Court Reading, etc.)?

\_\_\_\_\_

\_\_\_\_\_

Textbook series preferences? \_\_\_\_\_

\_\_\_\_\_

List any other educational advantages that you have had including opportunities for travel.

\_\_\_\_\_

**Teaching Credentials** Do you have a Teaching Certificate? \_\_\_\_\_

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Endorsement(s) List semester hours in endorsement area(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you do not hold a certificate, what requirements do you lack?

\_\_\_\_\_

**Please attach photocopies of any certificates held.**

**Christian  
School  
Preparation**

Have you had any courses in the Christian Philosophy of Education?  
If so, where and when?

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If not, would you be willing to take such a course by correspondence or otherwise?

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***Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.***

Have you had other courses giving specific training for Christian education? Give details

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List any conferences or seminars which you have led or participated in recently.

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**D. PERSONAL PHILOSOPHY**

**On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

**Short Essays**

- A. Why do you wish to work in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school and a Christian home from a non-Christian home?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline? Your attitude toward physical punishment?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**H. CHRISTIAN TESTIMONY**

***\*In your own handwriting on a separate paper briefly give your Christian testimony.***

## E. CHRISTIAN BACKGROUND

**Bible** 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\_\_\_Signature:\_\_\_\_\_

**Statement of Faith** Please carefully read our Statement of Faith which is taken from the *Westminster Confession of Faith and Catechism*. Indicate below your degree of support.

\_\_\_\_\_ I fully support the Statement as written without mental reservations.

Signature:\_\_\_\_\_ 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.

Signature:\_\_\_\_\_

**Church Service** Denominational preference? \_\_\_\_\_

What is your church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

What is your attitude toward working with those of other races and those of other denominational beliefs?

\_\_\_\_\_  
\_\_\_\_\_

Are you capable of teaching a Bible class? \_\_\_\_\_ If Yes, what would be your subject preferences?

\_\_\_\_\_

**NOTE: We ask staff who live in campus housing to be involved in our local Presbyterian church.**

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or other opportunities at French Camp Academy?

\_\_\_\_\_  
\_\_\_\_\_

**Devotional** Describe your current routine of personal Bible study and prayer.

**Life**

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What books have you read recently that have helped you spiritually?

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**F. EDUCATION/TRAINING/CREDENTIALS/INTERESTS**

**Education** List all formal training (high school, college)/ informal training such as seminars noting # of days/ licenses (including CPR, ARC Lifeguard, etc.)/certifications, etc. Please attach copies of any certifications or licenses.

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**Languages** List any second languages you might use

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**Interests** List any personal skills, interests, hobbies

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**Reading** List five books that you have read in the past year

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## G. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards listing your complete employment history. If necessary, you may make copies of this page or following the same format, use the reverse side.

***If previous work experience includes a military tour of duty, please include copies of past evaluations.***

### Work Background

1. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Employer \_\_\_\_\_ Position \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Supervisor's Name and Phone Number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?  
 \_\_\_\_\_

Have you already signed a contract for the next year with any other educational institution?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

**H. PERSONAL REFERENCES**

You will need to sign the Authorization To Release Reference Information that is attached and return it with this application. **Do not list family members or relatives for references.**

There are three separate reference forms attached. Be sure to give the appropriate form to each of your eight references.

**It is the responsibility of the Applicant to ask each reference to complete the reference form and return it to us at the following address:** Department of Human Resources, French Camp Academy, One Fine Place, French Camp, MS 39745.

After we have received all the reference forms and we have continued interest in your candidacy, we will advise you of further steps in the hiring process.

**Christian Worker:**

Give **three** references that are qualified to speak of your spiritual experience and Christian services. List your current pastor first.

Name / Complete Address	Phone	Position	E-Mail
1. _____ _____			
2. _____ _____			
3. _____ _____			



**Personal Friend:**

Give **two** references that are qualified to speak of your interaction with children and teenagers in a non-professional setting.

Name / Complete Address	Phone	Position	E-Mail
1. _____			
_____			
2. _____			
_____			
3. _____			
_____			

**Work Supervisor:**

Give **three** references that are qualified to speak of your professional training and experience. List your current or most recent supervisor first.

Name / Complete Address	Phone	Position	E-Mail
1. _____			
_____			
2. _____			
_____			
3. _____			
_____			

## APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that French Camp Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

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 circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize French Camp Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned throughout 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.

Since I will be working with children, I understand that it is my responsibility to obtain 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 necessary for such an investigation. **I understand that it is my responsibility to obtain the criminal records check and have the results sent directly to the Human Resource Department at French Camp Academy.** I understand and agree that any offer of employment that I may receive from French Camp Academy is conditioned upon the receipt of suitable background information. Criminal background information which might be unfavorable or reflect adversely on the school or on me as a Christian role model will render void any offer of employment.

I understand that FCA is an "at-will" employer, that no contract of employment is written or implied, and that FCA or the employee may terminate employment at any time.

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 understand the above statements.

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Applicant's Name (Print)

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Signature of Applicant

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/ /  
Date

## **AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with French Camp Academy, a Christian school-home. I have authorized the school 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 evaluation, my educational preparation, and all 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.

In addition, I hereby release French Camp 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 personally view any references given to French Camp Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release of file.

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Applicant's Name (Print) Date

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

\_\_\_\_\_  
Applicant's Social Security Number

# POTENTIAL EMPLOYEE BACKGROUND CHECK

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

In connection with my application for employment, (including various contractors for services such as independent contractors and third-party temporary employees) with French Camp Academy, I understand that investigative background inquiries are to be made on myself which may include consumer credit, criminal convictions, motor vehicle, education, prior employer verification, and other reports. These reports will include information as to my character, work habits, performance and experience, along with reason for termination of past employment from previous employers. Further, I understand that you may be requesting information from various Federal, State and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences.

I hereby consent to your obtaining the above information. I understand that to aid in the proper identification of my file or record the following information, as well as other information is necessary.

PRINT NAME IN FULL \_\_\_\_\_

OTHER OR FORMER NAMES \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_

PHONE NUMBER ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DRIVERS LIC.# \_\_\_\_\_ STATE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SEX \_\_\_\_\_ RACE \_\_\_\_\_

Name of Position Sought \_\_\_\_\_ List License/Certificate(s) needed for this position (nurse/teacher/counselor/etc.) List type, State(s) where located, identification numbers and/or alpha letters.....

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(Note: Applicant's signature must be notarized in order to protect privacy and prevent unauthorized searches.)

\_\_\_\_\_  
Notary's Signature & Seal \_\_\_\_\_ Date

## **FCA Policy Endorsement**

I am in agreement with the below Statement of Faith, the FCA Vision and Mission Statements and the strategic plan for application. I desire to love the Lord Jesus Christ with all my heart, soul, and mind. I also aspire to love my neighbor as myself.

Should I ever change my mind or views on this statement, I shall immediately notify the FCA President.

Name of Applicant \_\_\_\_\_  
(Please print)

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

### **French Camp Academy Adopted Statement of Faith *THE WESTMINSTER CONFSSION OF FAITH AND CATECHISM***

#### **God**

- I. God is the One being existing in three persons: the Father, the Son, and the Holy Spirit. God is the Sovereign, the Creator, and the Sustainer of all things. God is the source and end of all truth.

#### **Scripture**

- II. The Scriptures are the written Word of God, inerrant in their original writings. They are the infallible authority by which He directs and governs all our activities, including the education of our children.

#### **Person and Work of Christ**

- III. Jesus Christ is the eternally begotten Son of God. He was conceived by the Holy Spirit and born of the Virgin Mary. He is truly God and truly man. Through Christ's life, death, resurrection and ascension, He accomplished for His people a decisive victory over sin and death and established His kingdom among men.

#### **Man**

- IV. Man was created in the image of God as a rational, moral, and spiritual being. Man sinned in Adam and fell with him in his first transgression. Man's fall affected him spiritually, intellectually, and physically. Man is restored only by the renewing grace of the Holy Spirit and the cleansing blood of the Lord Jesus Christ.

#### **Christ's Return**

- V. The Lord Jesus Christ will return in glory and triumph for the final judgment and the consummation of His kingdom. All those who have truly repented of their sins and have received Christ as their personal savior will be eternally with the Lord Jesus Christ. All those who have failed truly to repent of their sins and have rejected the Lord Jesus Christ will be eternally damned without Christ in a literal hell.

## Mission Statement

French Camp Academy, a Christ-centered home and school, exists to serve young people and families for the glory of God.

### French Camp Academy will:

#### Provide:

- Support to families
- Educational opportunities
- Hospitality

#### Present:

- Lordship of Jesus Christ
- Truth of God's Word
- Essential life disciplines

#### Prepare:

- Enjoy God
- Glorify Him forever

## Strategy Statement

Through loving relationships and a Christian Worldview, we intentionally provide services and present truth to prepare those we serve to glorify God and enjoy Him forever.

### The mission is carried out in the following applications:

1. Exposure to God's Word

2. Teaching Principles of God ordained Covenant Relationships

Family	Work	Government	Children
Church	Marriage	Social	

3. Actively Encouraging Development of Godly Character Qualities

Trustworthiness	Kindness	Compassion	Self-discipline
Merciful	Humility	Courage	Loyalty
Perseverance	Integrity	Leadership	Thankfulness
Modesty	Faithfulness		

4. Teaching and Training Essential Life Disciplines

Stewardship	Time Management	Work Ethics
Social Skills	Hygiene	Physical Fitness
Relational Purity with opposite sex		

5. Teaching the Preeminence of Jesus Christ in all Academic Disciplines

Fine Arts	Athletics	Classes	Study Habits
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## Applicant Reference Information Form – Christian Worker

To be completed by either a Pastor, Youth Pastor, or Christian Mentor.

Applicant's Name _____	Position applying for _____
<i>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>	
Applicant's signature _____	Date _____

The above named person is applying for employment at French Camp Academy. The personal information requested below will supplement that provided by personal interview. It is of great importance to us to obtain objective and valid statements from persons who have some personal knowledge of the applicant's ability and characteristics.

The early return of this form will be appreciated as it will expedite the processing of this candidate's application. Any information which you may give us will be regarded as strictly confidential. Please send this form directly to French Camp Academy. Please refer to address on back.

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Is the applicant a Christian? \_\_\_\_\_ For approximately how long? \_\_\_\_\_

As a Christian school-home, French Camp Academy staff become role models for the students. How would the applicant be a Christian role model in his/her marriage and parenting? \_\_\_\_\_

Please list one strength and one weakness of the applicant. \_\_\_\_\_

Does the applicant appear to be growing in his/her Christian experience? \_\_\_\_\_ Please Explain \_\_\_\_\_

Does the applicant take an active interest in Christian service? \_\_\_\_\_ Please explain \_\_\_\_\_

### Please grade the applicant on the following characteristics and traits:

1 – superior,      2 – above average,      3 – average,      4 –weak in that area.

- |                        |                              |                                     |
|------------------------|------------------------------|-------------------------------------|
| ____ Personal Grooming | ____ Sense of Humor          | ____ Willingness                    |
| ____ Tact              | ____ Initiative              | ____ Attitude toward Authority      |
| ____ Dependability     | ____ Courtesy                | ____ Attitude toward Hard Work      |
| ____ Judgment          | ____ Initial Impression      | ____ Public Speaking Ability        |
| ____ Punctuality       | ____ Ability to Make Friends | ____ Honesty and Personal Integrity |

**Please indicate which statement best describes the applicant in relation to each characteristic listed below:**

	Most of the Time	Some of the Time	Not Often	Hardly Ever
Able to follow instructions				
Loyal				
Outgoing and friendly				
An able leader of others				
Consistent in Christian testimony				
Disciplined in personal habits				
Enthusiastic				
Well organized				
Emotionally stable				
Able to adjust to different situations				
Able to cope with others' problems				
Able to work without close supervision				
Able to work in team situation				
Easily offended				
Inclined to criticize others				
Moody				

Have you seen the applicant in response to understanding the Scriptures, witnessing and prayer life? \_\_\_\_\_

Would you consider the applicant qualified to counsel your child or teenager? \_\_\_\_\_

Please check your choice of recommendation:

- \_\_\_ I strongly recommend
- \_\_\_ I recommend
- \_\_\_ I recommend with some reservation
- \_\_\_ I do not recommend

Please give your opinion on this applicant's over all suitability to work in a ministry setting such as French Camp Academy.

Please give the name of one other person that knows the applicant well:

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Your Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Position/ Organization \_\_\_\_\_

**Please send form to:**

Human Resource Department  
 French Camp Academy  
 One Fine Place  
 French Camp, Ms. 39745

**Thank you for your assistance.**

Margie Newman  
 Department of Human Resources  
 mnewman@frenchcamp.org



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Please list one strength and one weakness of the applicant. \_\_\_\_\_

Does the applicant appear to be growing in his/her Christian experience? \_\_\_\_\_ Please Explain \_\_\_\_\_

Does the applicant take an active interest in Christian service? \_\_\_\_\_ Please explain \_\_\_\_\_

### **Please grade the applicant on the following characteristics and traits:**

1 – superior,      2 – above average,      3 – average,      4 –weak in that area.

- |                        |                              |                                     |
|------------------------|------------------------------|-------------------------------------|
| ____ Personal Grooming | ____ Sense of Humor          | ____ Willingness                    |
| ____ Tact              | ____ Initiative              | ____ Attitude toward Authority      |
| ____ Dependability     | ____ Courtesy                | ____ Attitude toward Hard Work      |
| ____ Judgment          | ____ Initial Impression      | ____ Public Speaking Ability        |
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**Please indicate which statement best describes the applicant in relation to each characteristic listed below:**

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Enthusiastic				
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Able to cope with others' problems				
Able to work without close supervision				
Able to work in team situation				
Easily offended				
Inclined to criticize others				
Moody				

Have you seen the applicant in response to understanding the Scriptures, witnessing and prayer life? \_\_\_\_\_

Would you consider the applicant qualified to counsel your child or teenager? \_\_\_\_\_

Please check your choice of recommendation:

- \_\_\_ I strongly recommend
- \_\_\_ I recommend
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- \_\_\_ I do not recommend

Please give your opinion on this applicant's over all suitability to work in a ministry setting such as French Camp Academy.

Please give the name of one other person that knows the applicant well:

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Your Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Position/ Organization \_\_\_\_\_

**Please send form to:**

Human Resource Department  
 French Camp Academy  
 One Fine Place  
 French Camp, Ms. 39745

**Thank you for your assistance.**

Margie Newman  
 Department of Human Resources  
 mnewman@frenchcamp.org

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- |                         |                               |                                      |
|-------------------------|-------------------------------|--------------------------------------|
| _____ Personal Grooming | _____ Sense of Humor          | _____ Willingness                    |
| _____ Tact              | _____ Initiative              | _____ Attitude toward Authority      |
| _____ Dependability     | _____ Courtesy                | _____ Attitude toward Hard Work      |
| _____ Judgment          | _____ Initial Impression      | _____ Public Speaking Ability        |
| _____ Punctuality       | _____ Ability to Make Friends | _____ Honesty and Personal Integrity |

**Please indicate which statement best describes the applicant in relation to each characteristic listed below:**

	Most of the Time	Some of the Time	Not Often	Hardly Ever
Able to follow instructions				
Loyal				
Outgoing and friendly				
An able leader of others				
Consistent in Christian testimony				
Disciplined in personal habits				
Enthusiastic				
Well organized				
Emotionally stable				
Able to adjust to different situations				
Able to cope with others' problems				
Able to work without close supervision				
Able to work in team situation				
Easily offended				
Inclined to criticize others				
Moody				

Have you seen the applicant in response to understanding the Scriptures, witnessing and prayer life? \_\_\_\_\_

Would you consider the applicant qualified to counsel your child or teenager? \_\_\_\_\_

Please check your choice of recommendation:

- \_\_\_ I strongly recommend
- \_\_\_ I recommend
- \_\_\_ I recommend with some reservation
- \_\_\_ I do not recommend

Please give your opinion on this applicant's over all suitability to work in a ministry setting such as French Camp Academy.

Please give the name of one other person that knows the applicant well:

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Your Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Position/ Organization \_\_\_\_\_

**Please send form to:**

Human Resource Department  
 French Camp Academy  
 One Fine Place  
 French Camp, Ms. 39745

**Thank you for your assistance.**

Margie Newman  
 Department of Human Resources  
 mnewman@frenchcamp.org

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## Applicant Reference Information Form – Recent Employer

To be completed by a work supervisor or teacher, if no employer.

Applicant's Name _____	Position applying for _____
<i>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>	
Applicant's signature _____	Date _____

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How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Is the applicant a Christian? \_\_\_\_\_ Has the applicant ever shared his/her personal commitment with you? \_\_\_\_\_

What was the nature of work (classroom assignments) done by the applicant? \_\_\_\_\_

What was the attitude of the applicant towards his/her work (course in school)? \_\_\_\_\_

Please list one strength and one weakness of the applicant. \_\_\_\_\_

Was there willingness to learn? \_\_\_\_\_

Would you re-hire this person? \_\_\_\_\_

### Please grade the applicant on the following characteristics and traits:

1 – superior,	2 – above average,	3 – average,	4 –weak in that area.
____ Personal Grooming	____ Sense of Humor	____ Willingness	
____ Tact	____ Initiative	____ Attitude toward Authority	
____ Dependability	____ Courtesy	____ Attitude toward Hard Work	
____ Judgment	____ Initial Impression	____ Public Speaking Ability	
____ Punctuality	____ Ability to Make Friends	____ Honesty and Personal Integrity	
TEACHERS ONLY:	____ Classroom Management	____ Organizational Skills	
____ Appropriate relationships with students	____ Ability to communicate subject matter with students		

**Please indicate which statement best describes the applicant in relation to each characteristic listed below:**

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Able to work without close supervision				
Able to work in team situation				
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Moody				

Would you consider the applicant qualified to counsel your child or teenager? \_\_\_\_\_

Please check your choice of recommendation:

- \_\_\_ I strongly recommend
- \_\_\_ I recommend
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Additional Comments:

Please give the name of one other person that knows the applicant well:

Name \_\_\_\_\_ Position \_\_\_\_\_

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Was there willingness to learn? \_\_\_\_\_

Would you re-hire this person? \_\_\_\_\_

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Easily offended				
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Moody				

Would you consider the applicant qualified to counsel your child or teenager? \_\_\_\_\_

Please check your choice of recommendation:

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### Please grade the applicant on the following characteristics and traits:

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- |  |  |                                     |
|--|--|-------------------------------------|
| ____ Personal Grooming                       | ____ Sense of Humor                                      | ____ Willingness                    |
| ____ Tact                                    | ____ Initiative  | ____ Attitude toward Authority      |
| ____ Dependability                           | ____ Courtesy  | ____ Attitude toward Hard Work      |
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Please check your choice of recommendation:

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As a Christian school-home, French Camp Academy staff become role models for the students. How would the applicant be a Christian role model in his/her marriage and parenting?? \_\_\_\_\_

Please list one strength and one weakness of the applicant. \_\_\_\_\_

Are you recommending the applicant because of what he or she can contribute to our ministry? \_\_\_\_\_

or because of what we can do for him/her? \_\_\_\_\_ or both? \_\_\_\_\_

### Please grade the applicant on the following characteristics and traits:

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- |                        |                              |                                     |
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