

PART TIME EMPLOYMENT APPLICATION



Thank you for your interest in French Camp Academy. Please complete this initial application and return it to the Office of Human Resources, French Camp Academy, One Fine Place, French Camp, MS 39745.

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 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

Please indicate position for which you are applying.

Part time Substitute

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

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. 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.*

D. 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 _____

E. 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 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 **one** reference that is qualified to speak of your spiritual experience and Christian services.

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

Personal Friend:

Give **one** reference that is qualified to speak of your interaction with children and teenagers in a non-professional setting.

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

Work Supervisor:

Give **one** reference that is qualified to speak of your professional training and experience.

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

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.

Applicant's Name (Print)

Signature of Applicant

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



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 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.

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:

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

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 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.

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? _____ 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 |

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

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

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

Additional Comments:

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 – Personal Friend

To be completed by a personal friend non-family member.

Applicant's Name _____ Position applying for _____

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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? _____

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:

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:

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<i>Easily offended</i>				
<i>Inclined to criticize others</i>				
<i>Moody</i>				

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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