



# METRO CHRISTIAN ACADEMY

## Employment Application

Date: \_\_\_\_\_

### ABOUT METRO

#### OUR PHILOSOPHY

Metro Christian Academy is a college preparatory school offering students an accredited liberal arts curriculum in which they may develop in spirit, mind, and body. Through Metro's curriculum, we strive to meet the needs of each student by helping them recognize their God-given talents and capabilities. With the Bible as its foundation and standard of truth, the MCA faculty familiarizes students with widely acknowledged ideas within the arts and sciences, thus providing an understanding of world views with a clear Christian perspective.

#### MISSION STATEMENT

To provide, in partnership with involved parents, an accredited college preparatory education that is founded on biblical principles, cultivates Christian character and equips students to excel academically, spiritually, physically and socially.

Metro Christian Academy is committed to employing outstanding professionals who are dedicated Christians striving to follow Jesus as disciples. Qualified candidates will bring a love of God and students and a desire for relational ministry within the context of an academically excellent, Christian environment where parents are viewed as partners.

### APPLICANT INFORMATION

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_ Yes \_\_\_ No

How did you hear about Metro? \_\_\_\_\_

How did you hear about the position for which you are applying? \_\_\_\_\_

Do you profess to be a Christian? \_\_\_\_\_ Church Attending: \_\_\_\_\_

Have you been convicted of a felony in the past ten years? \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

Have you been convicted of any disorderly offenses in the past five years? \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

Have you ever been involuntarily terminated? \_\_\_ Yes \_\_\_ No If yes, explain: \_\_\_\_\_

Have you ever been allowed to terminate voluntarily rather than be terminated involuntarily? \_\_\_ Yes \_\_\_ No  
If yes, explain: \_\_\_\_\_

### EDUCATION

High School: \_\_\_\_\_ City/State: \_\_\_\_\_

Number of Years Completed: \_\_\_\_\_ Diploma: \_\_\_ Yes \_\_\_ No G.E.D.: \_\_\_ Yes \_\_\_ No

College: \_\_\_\_\_ City/State: \_\_\_\_\_

Number of Years Completed: \_\_\_\_\_ Diploma: \_\_\_ Yes \_\_\_ No Degree: \_\_\_\_\_

College: \_\_\_\_\_ City/State: \_\_\_\_\_

Number of Years Completed: \_\_\_\_\_ Diploma: \_\_\_ Yes \_\_\_ No Degree: \_\_\_\_\_

Vocational Training or School: \_\_\_\_\_ City/State: \_\_\_\_\_

Number of Years Completed: \_\_\_\_\_ Degree or Certificate Earned: \_\_\_\_\_

### EMPLOYMENT HISTORY

List the last three employers, starting with the most recent one first

Present or Last Company: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ From Mo/Yr \_\_\_\_\_ To Mo/Yr \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title and Department of Supervisor: \_\_\_\_\_

Phone Number of Supervisor: \_\_\_\_\_ May We Contact Your Supervisor? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Company: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ From Mo/Yr \_\_\_\_\_ To Mo/Yr \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title and Department of Supervisor: \_\_\_\_\_

Phone Number of Supervisor: \_\_\_\_\_ May We Contact Your Supervisor? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Company: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ From Mo/Yr \_\_\_\_\_ To Mo/Yr \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title and Department of Supervisor: \_\_\_\_\_

Phone Number of Supervisor: \_\_\_\_\_ May We Contact Your Supervisor? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

### REFERENCES

List three personal references who are not related to you and who have a definite knowledge of your qualifications and character. Please include at least two previous employers.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

### STATEMENT AND SIGNATURE

I certify that all information provided on this application, during the interview, and any other material provided by me is true and complete. I agree that falsified information, misrepresentations or omissions during the interview, on this application, any accompanying resume or other materials will disqualify me from consideration for employment and will be considered justification for dismissal whenever discovered.

Unless otherwise noted, I authorize Metro Christian Academy to investigate and/or verify all information in this application, including contacting all persons, schools, current employer, previous employers and individuals or entities names herein (and those named on accompanying resume, in any). I authorize my former employers and other third parties named on this application to release information pertaining to my work record, habits and performances. I hereby release Metro Christian Academy, my former employers and all other references, and all other parties from any and all liability which may arise from the release of such information.

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

I understand and agree that any offer of employment that I may receive is contingent upon successfully passing the criminal background check and pre-employment drug testing. Metro Christian Academy may refuse employment or terminate conditional employment if any criminal background or drug testing information is unfavorable or could reflect adversely on the school.

I understand that if hired, my employment will be on an at will-basis for an indefinite period of time and that either party is able to end the employment relationship at any time with or without cause.

I understand and recognize that Metro Christian Academy is a religious educational institution and if hired, agree to uphold the school's Statement of Faith and will do nothing to undermine its religious mission.

My signature below indicates that I have carefully read and understand the above statements.

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