



# 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: \_\_\_\_\_

**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: \_\_\_\_\_

**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: \_\_\_\_\_

### 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: \_\_\_\_\_



## Metro Christian Academy Statement of Faith

Metro Christian Academy is a religious institution that provides educational services and programs in a distinct Judeo-Christian environment. An integral part of our mission is to foster spiritual development and a biblical world view in the lives of our students. This includes leading students to develop a biblical understanding of morality (Micah 6:8), sin (Romans 3:23), forgiveness (I John 1:9), Godly character (Galatians 5:22-23), and the sanctity of life (Psalm 139:13) and marriage (Genesis 2:23-24, Romans 1:26-27) as defined by scripture.

Therefore:

I believe in one God eternally existent in three persons: Father, Son, and Holy Spirit (I John 5:4-8). All of God's works from creation to eternity display the wonder and majesty of His divine nature. I believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (I Corinthians 15:3, I Peter 2:21-24, John 3:16). I further believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Galatians 5:22-23).

I believe the Bible to be the inspired, infallible Word of God and to be the only authoritative rule of Christian faith and practice (II Timothy 3:16-17). I believe that man was created in the image of God for a unique relationship. However, due to Adam's sin, all are born with a sinful nature. Only through repentance and acceptance of Jesus Christ as personal Savior can we be restored to a relationship with God, be saved from the judgment of death, and receive God's promise of eternal life with Him (Romans 3:23, John 1:12, John 5:24).

I believe that the true, universal Church includes all believers in Christ and is the body and bride of Christ, of which He is the Head. I encourage each Christian to participate in the local body of believers to which he/she feels God has directed. I urge unity among all Christians for the promotion of faith in Christ. I do not endorse any particular denomination, but encourage all parents, students, and staff to faithfully participate in their Church body (John 17:21, Ephesians 1:22, Hebrews 10:24-25).

I believe marriage is the original and foundational institution of human society, established by God as a faithful union between one man and one woman, which reflects the relationship between Christ and the Church (Ephesians 5:25-29)

I believe that we are commissioned by Jesus to take the message of the Gospel to the world through witness and service to the needs of those around us (Matthew 28:19-20).

I believe that teaching and learning should be accomplished through the cooperative effort of parents and teachers, for the Bible places primary responsibility for total education of the child upon the parents (Job 8:10, Proverbs 22:6).

As a partnering member of Metro Christian Academy, I have fully read, understand, and agree with each and all of the aforementioned statements, and I agree to receive, support, and provide instruction and discipleship that is consistent with this Statement of Faith.

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Signature

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Date

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Print Name