



# ANKENY CHRISTIAN ACADEMY

1604 W 1<sup>st</sup> Street  
Ankeny, IA 50023-2525  
515-965-8114  
Fax-515-965-8210  
acaegles.net

## Support Staff Application

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Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Email: \_\_\_\_\_

Date you are available to start \_\_\_\_\_

Position Desired \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

I affirm that I am either a U.S. Citizen \_\_\_\_\_ or an alien legally authorized to work in the U.S. \_\_\_\_\_ (Check One)

## Employment History

**Please start with the most recent.**

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

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

Supervisor business email address \_\_\_\_\_

Position \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

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

Supervisor business email address \_\_\_\_\_

Position \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

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

Supervisor business email address \_\_\_\_\_

Position \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_



# Employment Questionnaire

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Do you hold a CPR/First Aid Certification? \_\_\_\_\_ Yes \_\_\_\_\_ No

What is the expiration date of your certification? \_\_\_\_\_

I have read Ankeny Christian Academy's Statement of Faith (available on ACA's website) and fully agree without any reservation. Yes \_\_\_\_\_ No \_\_\_\_\_

Church currently attending \_\_\_\_\_ Member? \_\_\_\_\_

Years of attendance \_\_\_\_\_ Pastor's name \_\_\_\_\_

Church phone number \_\_\_\_\_ Church email address \_\_\_\_\_

Share your Christian testimony in writing.

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Please list any degrees/education you may have in the position for which you have applied.

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What areas do you feel are your strengths? Weaknesses?

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Do you plan to continue your education? What are your career goals?

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What activities/responsibilities do you regularly participate in at your church?

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Explain your understanding of the inspiration of Scripture.

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In completing this questionnaire and returning it to Ankeny Christian Academy, I:

- Verify that the information that I have provided in this application is true.
- Give permission to Ankeny Christian Academy to contact any former employers or references listed in this application.
- Understand that giving false information, if hired, can lead to termination of employment.

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

Ankeny Christian Academy will not discriminate on the basis of gender, race, color or ethnic origin in the hiring of its certified teachers or non-certified personnel.

## The Application Process – Part II

### **Ankeny Christian Academy Biblical Lifestyle Policy**

Ankeny Christian Academy (ACA) stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians, who choose to enroll their children at ACA, are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that ACA will teach these principles and biblical values.

In addition, the Board of Education urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9; Psalm 78:5, 6; Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). ACA was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. ACA will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at ACA is contingent upon this same understanding and support by both the student and parents.

ACA is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school. (Leviticus 20:13a; Romans 1:27; Matthew 19:4-6)

ACA believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27-28; 2:18, 20; 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7-8.

ACA believes to follow the teachings of the Scriptures regarding marriage and divorce we must affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. We further affirm that heterosexual monogamy is God's plan for marriage, and we regard sexual sin of the spouse, such as adultery, homosexual behavior, bestiality or incest, as the only biblical grounds for considering divorce, and then only when appropriate counseling has failed to restore the relationship. ACA abhors the trend to ignore God's laws of chastity and purity, and vigorously opposed public acceptance of sexual promiscuity and all factors and practices which promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice. This is validated by Ex. 20:14, 17; 22:19; Lev. 20:10-16; Matt. 5:32; 19:19; Mark 10:11-12; and Luke 16:18.

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'it is not good for the man to be alone. I will make a helper suitable for him.'" (Genesis 2:18) Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social and spiritual consequences of the human race's fallen condition. This state of depravity affects all persons individually and collectively. While society is at liberty to legitimize any behavior it chooses simple by reclassifying and renaming it, Christ-followers adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every culture.

#### MARRIAGE, GENDER, AND SEXUALITY STATEMENT

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-15) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor. 6:9-10)

We believe that in order to preserve the function and integrity of ACA as Christian ministry, and to provide a biblical role model to the ACA families, it is imperative that all persons employed by ACA in any capacity, or who serve as volunteers, agree to and abide by this Marriage, Gender, and Sexuality Statement. (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Act 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

#### FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of ACA’s faith, doctrine, practice, policy, and discipline, our Board of Education is ACA’s final interpretive authority on the Bible’s meaning and application.

#### SANCTITY OF HUMAN LIFE STATEMENT

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)

#### MARRIAGE POLICY STATEMENT

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, ACA will only recognize marriages between a biological man and a biological woman. Further, the Board of Education, administrator, and staff of ACA shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of ACA shall only host weddings between one man and one woman.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Authorization to Release Information Form

Note: Submitting an incomplete or illegible form may delay the background check results.

I hereby AUTHORIZE and request any law enforcement agency to furnish bearer with criminal history and identity check information in their possession regarding me in connection with my employment in a critical position. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I understand this AUTHORIZATION is to be part of the written employment application which I sign.

I understand that ACA requires background checks for the purpose of evaluating me for employment with additional periodic checks should I be employed at Ankeny Christian Academy. I also understand that any misrepresentation, falsification, or omission of facts herein may be grounds for disqualification, release, or dismissal.

**PRINT NAME:** \_\_\_\_\_

Last First Middle

**DATE OF BIRTH:** \_\_\_\_\_

**OPTIONAL (REQUIRED  
UPON JOB OFFER)** \_\_\_\_\_

**SOCIAL SECURITY #:** \_\_\_\_\_

**HOME PHONE #:** \_\_\_\_\_

**BUSINESS PHONE #:** \_\_\_\_\_

**OTHER NAMES YOU HAVE USED  
(INCLUDING MAIDEN NAME):** \_\_\_\_\_

*Current Address:* \_\_\_\_\_

Street Number & Name

City

State

Zip

How Long?

*Have you been background checked at the Ankeny Christian Academy previously?*

YES \_\_\_\_ NO \_\_\_\_

*If yes, please note date (approximate):* \_\_\_\_\_

**SINCE YOUR 18<sup>TH</sup> BIRTHDAY, HAVE YOU BEEN CONVICTED OF A FELONY OR FELONY-REDUCED-TO MISDEMEANOR CONVICTION BY ANY COURT? YOU MAY OMIT CONVICTION OF A MISDEMEANOR WHILE UNDER AGE 18 IF THE RECORD WAS SEALED UNDER PENAL CODE 1203.45, MINOR TRAFFIC VIOLATIONS FOR WHICH THE FINE IMPOSED WAS \$400.00 OR LESS, OR ANY OFFENSE THAT WAS FINALLY SETTLED IN JUVENILE COURT OR REFERRED TO THE YOUTH AUTHORITY. YES \_\_\_\_ NO \_\_\_\_**

*If yes, please indicate date, location and explanation:*

**HAVE YOU EVER BEEN CONVICTED OF A CRIME UNDER ANOTHER NAME?**

YES \_\_\_\_ NO \_\_\_\_

**IF YES, STATE NAME:** \_\_\_\_\_

*Complete driver's license information only if this position requires that you drive a motor vehicle.*

**DRIVER'S LICENSE INFORMATION:**

License number

Expiration Date

State of Issue

**PRIVACY NOTICE**

The principal purpose for requesting the information on this form is to conduct background checks on individuals selected for critical positions. ACA policy and federal statute authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory. Failure to provide such information shall result in a determination that the applicant is ineligible for employment or not appropriate for reassignment.

I hereby certify that all statements on this application are true and correct to the best of my knowledge and belief. I understand that the Ankeny Christian Academy solicits this information so as to be informed of my previous record and character. I understand that my employment with Ankeny Christian Academy depends upon successful completion of a criminal background investigation. If employed, I understand that any falsification, misrepresentation or omission of facts of this record may be considered cause for release or dismissal.

**APPLICANT SIGNATURE:** \_\_\_\_\_

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