



ANKENY CHRISTIAN ACADEMY

1604 W 1st Street
Ankeny, IA 50023-2525
515-965-8114
Fax-515-965-8210

www.ankenychristianacademy.org

Support Staff Application

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 _____

Personal References

Do not list employers or family members.

Name _____ Address _____

Phone _____ How long have you known this person? _____

Email address: _____ Relationship: _____

Name _____ Address _____

Phone _____ How long have you known this person? _____

Email address: _____ Relationship: _____

Name _____ Address _____

Phone _____ How long have you known this person? _____

Email address: _____ Relationship: _____

Skills/Experience

Please list skills and experience that will help you in this position.

Employment Questionnaire

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.

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

What areas do you feel are your strengths? Weaknesses?

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

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

Explain your understanding of the inspiration of Scripture.

If you were asked to lead a student to the Lord, how would you approach this?

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

Declaration of Moral Integrity

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I (print name) _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that during the past two years I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's signature

Date

Administrator's signature after discussion with applicant/volunteer Date

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” Hebrews 13:4 The Message

“A pupil is not superior to his teacher, but everyone (when he is) completely trained-readjusted, restored, set to rights, and perfected-will be like his teacher.” Luke 6:40 The Amplified Bible

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 positions that are designated critical require background checks for the purpose of evaluating me for employment. 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 18TH 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: _____