

New Creation Christian Academy Staff Application

This is an application and request to be a part of the staff at New Creation Christian Academy (NCCA). No individual is eligible to work without an approved application on file. The NCCA Administration will not consider any application that is incomplete. The outcome of your application will be based on the information on this form, your past actions and attitude (in and out of the workplace), and any other information gathered by NCCA. The information you provide will be kept confidential and used exclusively by NCCA. NCCA expresses its gratitude and appreciation for your time and willingness to apply for a challenging but rewarding position. NCCA will notify you of the outcome of your application as soon as possible.

Legal Name: (First)_____ (Middle)_____ (Last)_____

Street Address:_____ City/State/Zip:_____

Home Phone:_____ Cell Phone:_____ Work Phone:_____

E-mail Address:_____

Church Affiliation:_____ How long?_____

Spouse's Name (If applicable)_____ Contact Phone_____

Emergency Contact_____ Contact Phone_____

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Personal References: Do not list family members or relatives for references. You must sign the Release Form as part of this application.

Give two references that are qualified to speak of your Christian values.

<u>Name</u>	<u>Address</u>	<u>Contact Phone</u>

Give two references that are qualified to speak of your abilities and work experience.

<u>Name</u>	<u>Address</u>	<u>Contact Phone</u>

List your current and previous employer.

Employer		Position	
Supervisor's Name		Phone	

Employer		Position	
Supervisor's Name		Phone	

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Position Desired: Please list the position for which you are applying_____

Special Abilities: Please list any special abilities you have which could contribute to your ability to execute the position for which you are applying:_____

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Educational Background

What is the highest level of school you completed? _____

What year did you graduate high school? _____ College? _____

Degree earned in high

school: _____ college: _____

Work Experience

What experience do you have? Please list any qualifications that would make you qualified to fulfill the position to which you are applying.

Please attach any certifications you may hold that would qualify you for this position.

What is your primary motivation to work at NCCA? _____

Have you ever been subjected to disciplinary action of any kind (including, but not limited to fines, forfeitures, suspensions, reprimands or denial of participation) while participating in other academic organizations?

_____ No _____ Yes If yes, give details:

Have you ever been convicted of a crime related to or involving a child sexual offense, assault or a drug related offense? _____ No _____ Yes If yes, give details:

CRIMES THAT RESTRICT EMPLOYMENT AND/OR SERVICE WITH CHILDREN AND YOUTH AT NEW CREATION CHRISTIAN ACADEMY

Individuals who have been convicted of a crime listed below, and any other offense committed outside the state of Georgia that would have been considered one of these crimes if committed in Georgia, are disqualified from employment and/or service with children and youth as indicated below:

1. New Creation Christian Academy (NCCA) will not consider applicants who have been convicted of child abuse, neglect or mistreatment, regardless of the date.
2. There is a mandatory disqualification from employment and/or service with children and youth for a minimum of ten (10) years from the date of conviction, plea of nolo contendere or release from incarceration or probation, whichever is later, for the following crimes, unless exceptions are approved by the Board of Directors:
 - Family violence (O.C.G.A 19-13-1)
 - Cruelty to children
 - Serious/violent felonies
 - Sexual offenses
 - Theft by taking (O.C.G.A. 16-8-2), by deception (O.C.G.A. 16-8-3) or by conversion of (O.C.G.A 16-8-4)
3. Applicants may also be disqualified from serving in positions which involve the supervision of children or youth, as determined appropriate by the Board of Directors, if criminal history record indicate any of the following have direct relevancy to the responsibilities or duties of the position:
 - Any other conviction or pattern of conviction
 - A pattern of recent arrests, or
 - A significant recent arrest.
4. A mandatory disqualification from driving school-owned vehicles includes, but is not limited to:
 - Driving while intoxicated within ten years
 - One speeding violation more than 15 MPH over the limit within 5 years,
 - Two or more speeding or failure to stop/yield within 3 years,
 - Reckless driving within 5 years.

Disqualification to apply until such time as the charge is resolved or the time period is satisfied.

Authorization to Release Information

I agree that I will appear for interviews before the NCCA Administration. I agree to comply fully with the letter and intent of all rules, regulations and rulings adopted by NCCA. I understand that any action by me, or those under my supervision, either physical or verbal, that is deemed to be detrimental to students, parents, others in the community, or to NCCA as an organization, may result in disciplinary action.

I understand that the key to a successful academic program is the staff. I commit to demonstrating Christian values as a role model for the students under my supervision.

I understand that the information I have given here is subject to investigation and verification for the purpose of evaluating me for the consideration of teaching youth at NCCA. By signing this document, I authorize NCCA to perform a background check and to thoroughly investigate references, work records, evaluations, education and any other matters related to my suitability for employment by a company they deem fit. I certify that all information I have given in this application is true and correct and that falsification of this application may constitute denial or suspension.

I authorize references and my employers for the past five years to disclose to NCCA 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 NCCA, my employers, references, and all other parties from any and all claims, demands or liabilities arising out of or in any relation to such investigation or disclosure.

I understand that I will be issued instructions on how to complete the background check submission online. Once hired, I will complete that process in a timely manner. I further understand that if any of the above referenced situations are found to be present on the background check, my employment offer will be rescinded.

I waive the right to ever personally view any references given to NCCA.

I certify that I have carefully read and do understand the above statements.

Applicant's Name: _____

Applicant's Signature: _____

D.O.B. _____

Today's Date: _____

CONFIDENTIALITY AGREEMENT

I, _____, as an employee of New Creation Christian Academy agree to protect the information identified below as confidential. This agreement neither expires nor does it terminate with my separation from New Creation Christian Academy.

Should I have any question about this agreement, about information that should be protected, or the proper handling of information I possess, I will contact the school administrator to resolve my question. I will handle the information in question as confidential while I am waiting for my question to be answered.

The following information is confidential: personal information of New Creation Christian Academy employees, students and/or students' parents (personal information includes social security numbers, financial information, health conditions and treatment, family relationships and grades); internal operations and management of the school as related to individual student's classification and discipline; contractual dealing involving New Creation Christian Academy.

Confidential information shall not be shared, discussed or published in any form except as required to accomplish New Creation Christian Academy assigned responsibilities. When confidential information is discussed during the performance of assigned duties I agree to inform the recipient that the information is confidential and is to be handled accordingly.

I understand that if I fail to comply with this agreement that New Creation Christian Academy will take corrective action against me. Corrective actions may start with personnel disciplinary actions and in severe cases could include civil suits.

Signature _____

Date _____

Core Belief Statement and Agreement

Please read both pages and sign at the bottom of following page.

Mission Statement

Partnering with parents to Inspire in students a desire to learn, to encourage students to Believe in the Lord Jesus Christ, and to support students as they strive to Achieve their God-given potential.

Vision Statement

The mission of New Creation Christian Academy (NCCA) is to assist parents in their commitment to their children's education by offering rigorous academic classes and other programs to enhance the student's educational pursuits. Additionally, we seek to provide a program of academic excellence to encourage students to grow in their relationship with Jesus Christ. We partner with parents in the training and mentoring of our students to help prepare them for a successful college experience. As we strive to develop future Christian leaders, we equip our students with tools to become responsible and spiritually mature contributors to society.

Core Beliefs

We believe that the Bible is the inspired, the only infallible, authoritative inerrant Word of God. (2 Timothy 3:15; 2 Peter 1:21)

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18)

We believe there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)

We believe in the biblical definition of marriage as the covenant relationship between one biological man and one biological woman. (Genesis 2:24)

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11; Revelation 19:11)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)

Non-denominational Position

Our Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or academy board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of

Christ, avoiding dissension that may be caused by denominational distinctives.

I have read the Core Beliefs of this agreement. As an employee of New Creation Christian Academy, I subscribe to the above core beliefs and agree to incorporate them into my work.

Signature

Date

In the space below please tell us about your salvation and your core Christian beliefs.

[illegible]