 

Noah’s Ark Preschool & Kindergarten

Hope Christian Academy

6015 West Avenue J-8

Lancaster, CA 93536

(661) 943-4440

Thank you for your interest in the ministry of Noah’s Ark Preschool and Hope Christian Academy. We realize that the key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who really love children and who, by the pattern of their lives, exemplify Christ.

*Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.*

**Personal Information**

Full Name (First, Middle, Last):

Other Names Used in Prior Employment:

Current Address:

Street: City, State, Zip Code:

Phone Number: ( ) [ ] Cell or [ ] Home

Email Address:

Do you have any friends, relatives, or acquaintances employed by Noah’s Ark Preschool / Hope Christian Academy? [ ] Y or [ ] N

If yes, state name & relationship:

Referred by (name):

Are you over the age of 18? [ ] Y or [ ] N

Are you a U.S. citizen? [ ] Y or [ ] No

If no, are you authorized to work in the United States? [ ] Y or [ ] N

(E-Verify will be used to confirm upon hire)

**Position and Availability**

Position applying for: [ ] Teacher [ ] Teacher Aide [ ] Substitute [ ] Summer Staff

Preschool: Elementary: Grade Level (s):

Full-time, Part-time, Temporary, Other:

**Days/Hours Available**

Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_

Hours available: From \_\_\_\_\_\_\_ to \_\_\_\_\_\_

If applying for Preschool, have you taken Early Childhood Education courses? [ ] Y or [ ] No

If yes, how many units have you completed? (Please provide Transcript)

Are you currently enrolled in an ECE course? [ ] Y or [ ] No

If hired, on what date can you start working? \_\_\_ / \_\_\_ / \_\_\_

If applying for temporary work, indicate your desired length of employment below:

Start date: \_\_\_ / \_\_\_ / \_\_\_ End date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? [ ] Y or [ ] N

If no, describe the functions that cannot be performed:

**Christian Background**

Please carefully read our Statement of Faith on the last page and sign if you are in agreement.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? [ ] Y or [ ] No

Do you regularly attend and support a local church? [ ] Y or [ ] No

Name of your church:

In what ministries/activities are you involved and how often?

Please explain in your own words the Plan of Salvation or how someone becomes saved:

Describe your routine of Bible study and prayer:

What books have you read recently that have helped you spiritually?

**Education, Training and Experience**

**High School:**
School Name:

School City & State:

Did you graduated? [ ] Y or [ ] N

**Junior College:**

School Name:

School City & State:

Number of years completed: \_\_\_\_\_\_\_\_

Did you graduate? [ ] Y or [ ] N

Major / Minor:

Degree / Certificate / Diploma Earned:

**College / University:**
School Name:

School City & State:

Number of years completed: \_\_\_\_\_\_\_\_

Did you graduate? [ ] Y or [ ] N

Major / Minor:

Degree / Certificate / Diploma Earned:

**Skills and Qualifications**

Please list skills, training, and/or awards:

Do you speak any foreign languages (including sign language)? [ ] Y or [ ] N

If yes, list which languages(s) and how fluent you consider yourself to be:

**Employment History**

Are you currently employed? [ ] Y or [  ] N

If you are currently employed, may we contact your current employer? [ ] Y or [ ] N

Name of Employer:

Employer Address:

Length of Employment (Include Dates):

Salary/Hourly Rate of Pay: \_\_\_\_\_\_\_\_\_\_\_\_

Position & Duties:

Supervisor’s Name & Title:

Supervisor’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Employer:

Employer Address:

Length of Employment (Include Dates):

Salary/Hourly Rate of Pay: \_\_\_\_\_\_\_\_\_\_\_\_

Position & Duties:

Supervisor’s Name & Title:

Supervisor’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact this employer for references? [ ] Y or [ ] N

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Name of Employer:

Employer Address:

Length of Employment (Include Dates):

Salary/Hourly Rate of Pay: \_\_\_\_\_\_\_\_\_\_\_\_

Position & Duties:

Supervisor’s Name & Title:

Supervisor’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact this employer for references? [ ] Y or [ ] N

**References**

List below three personal references. Please include at least one professional reference who has knowledge of your work performance.

First and Last Name:

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best Time to Call:

Occupation / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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First and Last Name:

Phone Number: Best Time to Call:

Occupation / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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First and Last Name:

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best Time to Call:

Occupation / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you been convicted of or pleaded no-contest to a felony within the last five years?

[ ] Y or [ ] N

If yes, please give a brief explanation of the situation:

**Certification and Agreement**

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired, may subject me to immediate dismissal.

I authorize Noah’s Ark Preschool and Hope Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment. I understand that fingerprint testing will be required and that a criminal background check will be conducted.

Applicant’s Signature: Date:

WHAT WE **BELIEVE**

**The Bible –** We believe that the Bible is God’s Word, and not only contains truth but is truth. (2 Timothy 3:16-17)

**The Eternal God –** We believe God is a three-person being: Father, Son, and Holy Spirit. (2 Corinthians 13:14)

**The Fall of Man –** We believe that man was created in the image of God, but that by voluntary disobedience, he fell from perfection. (Romans 5:12

**The Plan of Salvation –** We believe that while we were still sinners Christ died in our place, paying for all our sins past, present, and future. (John 3:16; Romans 5:8)

**Salvation Through Grace –** We believe that salvation comes only through Jesus by God’s grace and our faith not by our good works. (Ephesians 2:8)

**Repentance and Acceptance –** We believe that by sincerely turning away from sin and wholeheartedly accepting Jesus as Lord, one is made right before God. (2 Peter 3:9; Romans 10:9-10)

**The New Birth –** We believe that each person who receives Jesus becomes a new person inside. (2 Corinthians 5:17; Galatians 2:20)

**Water Baptism –** We believe that all new believers should be baptized in water to publicly announce their new faith in Jesus Christ. (Matthew 28:19)

**Daily Christian Life –** We believe that God expects and Christians should desire to live in obedience to God’s Word. (James 1:22)

**The Lord’s Supper/Communion –** We believe that Christians should partake of bread and grape juice as symbols, to remember what Christ accomplished for them on the cross. (Luke 22:19-20)

**The Holy Spirit –** We believe that the Holy Spirit is the Person and the Power by which assistance and ability are given for serving and for sharing the life of God with others. (Acts 1:8 & 2:4)

**The Spirit-Filled Life –** We believe that it is the will of God for believers to be led and empowered daily by the Holy Spirit. (Ephesians 4:30-32)

**The Gifts of the Holy Spirit –** We believe that the Holy Spirit has supernatural abilities to distribute to Christians. (2 Corinthians 12:1-11)

**Moderation –** We believe that a believer’s daily walk and experience should never lead into extremes of fanaticisms. (Philippians 4:5)

**Divine Healing –** We believe that divine healing is the power of Christ to heal in answer to the prayer of faith. (James 5:14-16)

**The Second Coming of Christ –** We believe that the Second Coming of Christ is personal and imminent. (1 Thessalonians 4:16-17)

**Church Relationship –** We believe that it is a believer’s duty to identify and regularly assemble with other believers in a local church. (Acts 16:5; Hebrews 10:25)

**Civil Government –** We believe that authorities should be obeyed at all times except when things oppose the will of God. (Romans 13:1-5)

**The Final Judgement –** We believe that all shall stand some day before God to be judged; and there receive eternal life or eternal death. (2 Corinthians 5:10)

**Heaven –** We believe that heaven is the beautiful and eternal home of born-again believers. (John 14:1-3; Revelation 7:15-17)

**Hell –** We believe that hell is a literal place of eternal torment of all who reject Jesus Christ as their Lord and Savior. (Revelation 20:10 & 15)

**Evangelism –** We believe that winning people to Jesus is the most important responsibility of every believer. (James 5:20)

**Tithes and Offerings –** We believe that the method designed by God for the support and spread of His cause is the giving of tithes and free-will offerings. (Malachi 3:10; 1 Corinthians 9:7)

I fully agree with this Statement of Faith:

I agree with this Statement of Faith, except for the area(s) listed and explained below:

(Please use the bottom portion of this page for explanation)

Signature: Date: