



**GAP/SummerQuest
Employment Application**

OPERATING CONSTITUTION

God established Oaktown Academy for the purpose of impacting lives for eternity through Biblically Based and Christ-Centered education. The vision and mission statement articulates the purpose behind the school's existence. When coupled with seven core values and a series of operating principles, the mission statement provides Oaktown Academy with an operating constitution that will guide all of its policies, procedures, and practices. In addition, a complete explanation of what a Biblically Based Educator is (supported by five core values and operating principles) and the Biblical principles for achieving Biblically Based Education (supported by scripture and application points) completes Oaktown Academy's Constitution.

VISION STATEMENT

Through Biblically Based Education, provide a Christian School so that future generations will come to know the Truth of God's Word, remember His works, and not live by the non-Biblical philosophies of the day.

MISSION STATEMENT

Oaktown Academy partners with families to provide a quality academic, Biblically Based Education to equip both parents and students to impact their culture for Christ.

CORE VALUES

In order to successfully fulfill its mission, Oaktown Academy will give priority to seven core values. Each core value has operating principles that allow Oaktown Academy to put its core values into everyday practice.

- The Bible
- Christ-likeness
- Christian Family
- Church
- Quality Education
- Stewardship
- Service



EMPLOYMENT APPLICATION

Your interest in **Oaktown Academy** is appreciated. We invite you to fill out this application and return it to the address at the bottom of this page. If an opening occurs for which it appears you may qualify, your application will be thoroughly reviewed. We may also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian School is its faculty and staff. We are seeking applicants who are professionally qualified, who really love children, who feel called to Oaktown Academy, and who, by the pattern of their lives, are Christian role models. (Luke 6:40)

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in our school and in the lives of all applicants.

I. PERSONAL INFORMATION

Application date: _____ / _____ / _____ Social Security #: _____ - _____ - _____

Full name: _____
Last First Middle Initial Maiden

Present Address: _____
Street or P.O. Box City State Zip Code

Permanent Address: _____
Street or P.O. Box City State Zip Code

Best Phone # (_____) _____ Email Address: _____

Referred by: _____ Are you 18 years of age or older? ☐ Yes ☐ No

II. EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ / _____ / _____

Are you currently employed? ☐ Yes ☐ No If so, may we reach out to your present employer? ☐ Yes ☐ No

Have you applied to Oaktown Academy before? ☐ Yes ☐ No

EDUCATION	Name and Location of School	Select last year completed	Did you graduate?	Subjects studied & degree(s) earned
Grammar School			☐ Yes ☐ No	
High School		1 2 3 4	☐ Yes ☐ No	
College / Special Training		1 2 3 4	☐ Yes ☐ No	
Trade, Business or Correspondence School		1 2 3 4	☐ Yes ☐ No	

IV. GENERAL

Subjects of special study or research work: _____

Job related skills (i.e. computer, driver's license, etc.): _____

Activities (civic, athletic, hobbies, etc.): _____

**Exclude organizations where the name indicates the race, sex, color, or national origin of its members.*

FORMER EMPLOYERS: List below your last four employers starting with the last one first.				
Date (Month and Year)	Name & Address of Employer	Salary (upon leaving)	Position	Reason for Leaving
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES: List below three persons not related to you, whom you have known at least one year.			
Name	Address	Position	Years Acquainted
1.			
2.			
3.			

V. AUTHORIZATION & DISCLAIMER

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I acknowledge that if hired, I will be an at-will employee. I will be subject to dismissal or discipline without cause or notice, at the discretion of Oaktown Academy. I also understand that this means I am free to quit my employment at any time, for any reason, without notice. I understand that no representative of Oaktown Academy, other than the Management Team, has authority to change the terms of an at-will employment and that any such change can occur only in a written contract.

Date _____ Signature _____

In case of emergency, notify:

Name: _____

Address: _____ Phone: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Oaktown Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including a criminal background check and a credit check. The school may refuse employment or terminate conditional employment if the school deems any information to be unfavorable or to reflect adversely on the school or on me as a Christian role model. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and will receive benefits only through the day of release. If hired, I will abide by the policies and procedures set forth in the Family Handbook and Employee Handbook.

As a prospective staff member of Oaktown Academy, I understand that a criminal check and a credit check are required for employment paid by Oaktown Academy. Upon consideration for a position, I will complete an Employment Verification and Background Consent Form. I also understand that checks on education, previous employment, motor vehicle records, and references may be conducted if deemed applicable by the Headmaster or Principal paid by Oaktown Academy. I further certify my commitment to the standards of conduct designated by the school. I will maintain a commitment to a local church of like faith and set an example to the students, parents, and community by faithfully attending (weekly) and actively serving in my church as God leads me. I promise to fulfill my responsibilities to the best of my ability. I will faithfully seek to present the Gospel to my students and their families. I will in good faith carry out the provisions of my contract, the Employee Handbook and the Family Handbook.

Because the work wherein we are engaged is an area involving the religious tenants of belief and is composed of spiritual activities over an educational function and that it is a sacred undertaking, we cannot authorize anything other than arbitration before believers for any kind of dispute that may exist. Arbitration in this manner is the only Biblical means which is acceptable for discipline purposes. I Corinthians 6:1-8 is very clear on this point and as believers we should waive all rights to take our cause before a court of law. The grievance procedure of the Personnel Policies of the Employee Handbook is intended to establish effective means of communication by which to channel personnel problems. This procedure is in no way intended to deny the rights of any individual to seek a satisfactory solution, but to provide a Biblical model for conflict resolution. As an employee, I agree to follow the grievance procedure as set forth in the Employee Handbook.

Signature of Applicant

Date

OAKTOWN ACADEMY BELIEF STATEMENTS

Accordingly, based on Scripture:

- We believe the Bible is the inspired word of God.
- We believe there is one God who reveals Himself in three separate and distinct personalities: the Father, the Son, and the Holy Spirit.
- We believe mankind was created good and upright but, by voluntary transgression, fell and is now separated from God, lost, and without hope.
- We believe Jesus Christ is God in the flesh, fully divine and fully human.
- We believe that through the shedding of His blood at the crucifixion, Jesus made salvation and His righteousness available to all who will believe, thus bridging the gap between God and mankind.
- We believe Jesus died, was buried, and bodily rose from the dead (the resurrection).
- We believe that after the resurrection, Jesus ascended to the Father and is presently engaged in building Heaven and interceding for people.
- We believe Jesus will return to this earth to take His Church (those who believe in Him) to Heaven and will judge the world. (It is not necessary that we all believe alike concerning whether He is coming before, during, or after the Great Tribulation.)
- We believe salvation comes by repentance for sin and a heartfelt faith in the Lord Jesus Christ, resulting in regeneration of the person. This salvation is entirely by the grace of our Lord, not of works. Works are excluded except as evidence of salvation.
- We believe Water Baptism and the Lord's Supper are the two ordinances of the Church.
- We believe Baptism by immersion in water in the Name of the Father, Son, and Holy Spirit is a symbol of identification with Jesus Christ in His death, His burial, and His resurrection.
- We believe the Lord's Supper is a memorial to the death, resurrection, and Second Coming of our Lord Jesus Christ.
- We believe that all believers should seek, as the early disciples did, to live a life separated from the evils of the world and unto Christ. Their standards of conduct should honor our Lord and His Church.
- We believe the Bible clearly teaches eternal separation from God for the unsaved and eternal glory and service for the saved.

I have read the above Belief Statements. I understand them as the Beliefs of Oaktown Academy.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

Accordingly, based on Scripture:

- 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. (Genesis 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 legitimate meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 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, lesbianism, bisexual conduct, pedophilia, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)
- We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Genesis 1:27; 2:24; 13; 19:5, 26:8-9).
- We believe that in order to preserve the function and integrity of Cathedral Academy, and to provide a biblical role model to our families and the community, it is imperative that all persons employed by Cathedral Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 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. (Acts 3:19-21; Romans 10:9-10)

I have read the above Belief Statements. I understand them as the Beliefs of Oaktown Academy.

Signature of Applicant

Date



3790 ASHLEY PHOSPHATE ROAD
CHARLESTON, SOUTH CAROLINA 29418

WWW.OAKTOWNACADEMY.COM

(P) 843.760.1192 - (F) 843.760.1197
