



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.

Individuals seeking employment at **Oaktown Academy** shall apply in writing and submit the following documents as part of the application process:

- a. Resume
- b. This completed Application.
- c. A photocopy of all post-secondary transcripts (Undergraduate and Graduate, if applicable).
- d. Three completed reference forms.

I. PERSONAL INFORMATION

Full name: _____
Last First Middle Initial Maiden

Application date: ____ / ____ / ____ Date available: ____ / ____ / ____

Address _____
Street or P.O. Box

City _____ State _____ Zip Code _____

Phone: Home (____) _____ Work ____ (____) Cell: _____

Email: _____ How long have you lived at the above address? _____

What hobbies or interests do you enjoy in your recreational time? _____

Which books have you read in the past year? _____



II. POSITION DESIRED

1. Please indicate possible position(s) for which you are applying:

First choice: _____ Second choice: _____

Full time Part time

2. How did you learn about the position for which you are applying? _____

3. Please list creative arts, activities or sports which you would be capable/willing to direct, sponsor, advise, or coach.

(Indicate grade or ability levels). _____

4. In which computer software programs are you proficient? _____

5. When did you leave your last job? _____

6. What would you like to be doing five years from now? _____



III. PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree or degrees do you hold? _____

1. Degree _____ Date Received _____
Issuing institution _____
Major(s) _____
Minor(s) _____
Special Studies _____
Honor/Awards _____

2. Degree _____ Date Received _____
Issuing institution _____
Major(s) _____
Minor(s) _____
Special Studies _____
Honor/Awards _____

3. Degree _____ Date Received _____
Issuing institution _____
Major(s) _____
Minor(s) _____
Special Studies _____
Honor/Awards _____

4. Are you state certified? () Yes () No
Type of Certificate and Number State Subject(s) Certified In Expires

5 Please list any professional organizations to which you belong _____



IV. CHRISTIAN SCHOOL PREPARATION

1. Have you had any courses in the Christian Philosophy of Education? If so, where and when?

2. Have you had other courses giving specific training for Christian schools? Give details:

3. What spiritual gifts do you bring to your teaching?

4. How would you handle discipline in your classroom?

5. What does it mean to you to teach a Christian or Biblical World View?

V. PERSONAL RESPONSE

On separate paper, please label and concisely answer in one or two paragraphs each of the questions below. These responses should be typed.

1. Why do you wish to teach at Oaktown Academy?
2. What are the main characteristics that distinguish a Christian school from a Secular school?
3. What do you consider to be the proper classroom atmosphere for learning?
4. What areas do you feel are your strengths? Weaknesses?
5. What do you believe about the origin of the earth and mankind?
6. Please give a brief testimony and statement of your personal relationship to Jesus Christ.



VI. CHURCH SERVICE

1. Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes No

2. Please carefully read our Belief Statements and indicate below your degree of support.
 - I fully support the Oaktown Academy Belief Statements .
 - I support the Belief Statement(s) except for the area(s) listed and explained on a separate paper.
The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction. Area(s): _____

3. Where is your present church membership? _____

4. Are you presently a member in good standing? _____ Years? _____

5. In what church activities have you been or are you currently involved and with what degree of regularity?

6. In what community service activities have you been or are you currently involved?

7. What is your attitude toward working with those of other ethnicities, backgrounds, and other denominational beliefs?

8. Describe your personal Bible study and prayer life.

VII. PARENT INVOLVEMENT

1. How do you involve parents in your classroom? _____

2. How do you keep parents informed of classroom activities and student progress? _____



VIII. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page. If you do not wish us to contact your current employer at this time, please note this and state the reason in the margin.

1. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

5. Employer _____
Position Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, indicate name(s).

Have you already signed a contract for next year with any other educational institution? _____



IX. REFERENCES

Give three references who are qualified to speak of your spiritual experience and Christian service. List your current pastor or church leader first.

Name/Position/Complete Address/Phone

1. _____

2. _____

3. _____

Give three references that are qualified to speak of your work experience and professional training. List your current or most recent principal or supervisor first. If you do not wish us to contact your current employer at this time, please note this and state the reason in the margin.

Name/Position/School/Complete Address/Phone

1. _____

2. _____

3. _____

Choose three from the list above (one must be last employer/supervisor) and ask them to complete an enclosed reference form. It is your responsibility to deliver the reference form to your references. Be sure to provide the reference person with an enclosed self addressed envelope to Oaktown Academy.

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.



Personal Reference Form

I am completing an application for a position with Oaktown Academy and would appreciate your opinion on my character, personality, and ability to fill this position. By my signature below I hereby release you from liability if you provide this reference. I also agree that your reference will be kept confidential. Please complete this form and mail it to Oaktown Academy in the stamped envelope provided. Thank you for your help.

Applicant to complete:

Applicant's printed name _____
Last First MI

Position Desired: _____

Applicant's signature

Date

Reference to complete:

Name: _____ Date: _____

How long have you known the applicant? _____

In what capacity? (e.g., Pastor, Teacher, Friend) _____

Has this applicant, to the best of your knowledge, demonstrated a real commitment to Christian living in all observed arenas of life? Would he/she be a good Christian role model for our students?

Have you noted depth of convictions as demonstrated by honesty, fairness, respect for authority, diligence, compassion, or other Christian virtues?

List main character and personality strengths. _____

Are there personal weaknesses that diminish this applicant's effectiveness as a Christian role model?

List main strengths of the applicant that are relevant to the position desired. _____



Employer / Supervisor Reference Form

I am completing an application for a position with Oaktown Academy and would appreciate your opinion on my character, personality, and ability to fill this position. By my signature below I hereby release you from liability upon providing this reference. I also agree that your reference will be kept confidential. Please complete this form and mail it to Oaktown Academy in the stamped envelope provided. Thank you for your help.

Applicant to complete:

Applicant's printed name _____
Last First MI

Position Desired: _____

Applicant's signature

Date

Reference to complete:

Name: _____ Date: _____

Name of organization: _____

Address: _____

Phone: _____

Daytime (____) _____ Evening (____) _____

Position(s) held by applicant: _____

Dates of service: _____ Full time Part time

Reason for leaving: _____

Your official relationship to the applicant during the dates of service: _____

Would you have any reservations about rehiring this applicant? _____

To the best of your knowledge, has this applicant demonstrated a real commitment to Christian living both on and off campus? And would he/she be a good Christian role model for our students? _____

On a scale of 1-10, with 10 the highest and 1 the lowest, please rate your satisfaction level with this person's work performance.

List main character and personality strengths. _____

Oaktown Academy has developed substantial goodwill and a reputation for integrity among its constituents. As such, we highly emphasize the importance of character and being a Christian role model for all of our employees. In light of this, should we have any reservations whatsoever about hiring this applicant? Please explain. _____

Please provide both positive and negative comments on this person regarding anything that you feel we should know. _____

For the position desired, how do you recommend the applicant? highly favorably with reservation not at all

Thank you for your help and cooperation!



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